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September 2003

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Asset Accounting



Asset Accounting Overview

Assets include:

- buildings
- machinery
- vehicles
- FF&E

In SAP, assets will fall into different asset classes. Each asset class has been assigned to a specific general ledger account. The tables below and on the next page outline specific details about each asset class.

Cost centers must always be G&A for asset classes 171000 – 179000, APF, and OTHER. All of these asset classes must have cost centers that map to RAMCAS department 00 though some may be posted to the actual activity as long as department is 00. See the chart below for which activity a cost center must be posted to.

MWR Asset Classes

Description	Asset Class	G/L	Deprec. Exp.	Useful Life**	Cost
Vehicles	171000	171000	761000	5 or 8 years	Any
CF Vehicles	172000	172000	762000	5 or 8 years	G&A
FF&E	173000	173000	763000	2, 4 or 8 years	Any
CF FF&E	174000	174000	764000	2, 4 or 8 years	G&A
Buildings and Facilities	175000	175000	765000	30 years	G&A
CF Buildings and Facilities	176000	176000	766000	30 years	G&A
Bldg. Improvement	177000	177000	767000	10 to 15 years	G&A
CF Building & Facility Impr.	178000	178000	768000	10 to 15 years	G&A
Construction in Progress	179000	179000	N/A	N/A	G&A
Minor Property	165000	165000	686000	1 to 12 months	Any
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any

* general and administrative, resource: RAMCAS User Handbook Rev. Nov. 98 page B-57

** useful life resource: RAMCAS User Handbook Rev. Nov. 98 page D-21

VQ Asset Classes

Description	Asset Class	G/L	Deprec. Exp.	Useful Life**	Cost
Vehicles	171000	171000	761000	5 or 8 years	Any
FF&E	173000	173000	763000	2, 4 or 8 years	Any
Whole Room	173100	173000	763000	3 or 6 years	Any
FF&E Installation in Progrss	179001	179001	n/a	N/A	G&A
Non-consumable FF&E	161001	161001	686001	1 to 12 months	Any
Minor Property	165000	165000	686001	1 to 12 months	Any
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any

MWR minor property and **VQ** non-consumable FF&E assets must be between \$1000.00 and \$2,500.00 to be entered into asset classes 165000 and 161001, respectively.

VQ asset value must be a minimum of \$2,500.00 per asset. The VQ cannot group assets to obtain the \$2,500.00 minimum. The only exception is the VQ whole room concept—asset class 173100.

Navy Flying Club (NFC) Asset Classes

Description	Asset Class	G/L	Deprec. Exp.	Useful Life**	Cost Center
Vehicles	171000	171000	761000	5 or 8 years	Any
Airplanes	171999	171000	761000	10 years	G&A only*
FF&E	173000	173000	763000	2, 4 or 8 years	Any
Construction in Progress	179000	179000	N/A	N/A	G&A only*
Minor Property	165000	165000	686000	1 to 12 months	Any
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any

Civilian NAFI Asset Classes

Description	Asset Class	G/L	Deprec. Exp.	Useful Life**	Cost Center
Vehicles	171000	171000	761000	5 or 8 years	Any
FF&E	173000	173000	763000	2, 4 or 8 years	Any
Buildings and Facilities	175000	175000	765000	30 years	G&A only*
Bldg. Improvement	177000	177000	767000	10 to 15 years	G&A only*
CF Buildings and Facilities	178000	178000	768000	10 to 15 years	G&A only*
Construction in Progress	179000	179000	N/A	N/A	G&A only*
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any

Functions of Asset Accounting

Functions of Asset Accounting include:

1. Acquisition
2. Transfers
3. Depreciation
4. Settling of construction in progress
5. Retirements, disposals and trade ins

Acquisitions occur when a fund acquires a new asset.

Asset transfers are required whenever an asset is moved. This can occur when:

- An asset is moved between funds or bases.
- Assets used during the duration of a project or contract may have to be transferred to single or multiple locations upon completion of the task. This is referred to as Assets under Construction (Construction in Progress).

Depreciation

- When a current asset depreciates in value the value of the asset is re-established

Retirement of an asset

When a current asset reaches the end of its useful life or expires in a different way, it can be retired by:

- Sale of the asset
- Scrapping of the asset
- An old asset is traded in for a new one

Transaction Types

Every asset transaction is linked to a transaction type.

1. *Type of Asset Acquisition*

Goods receipt – an asset is received via the logistical process when acquired from a supplier.

Direct invoice – an asset is purchased via direct invoice, for example, on credit card from a supplier.

Settlement of a construction in progress – when the costs that are involved in a project, consisting of multiple items, is completed.

2. *Transfer*

To an affiliate fund – transfer to another fund within the organization

Due to reclassification – an asset is reclassified

3. *Retirement*

With revenue or without revenue

When a request to dispose of an asset is received, assets that are in usable condition must be screened to determine if they can be used by another area. If the asset cannot be used by another area, the asset will be retired/disposed as follows:

- Trade-ins
- Sale
- Donations
- Scrap
- Lost/stolen

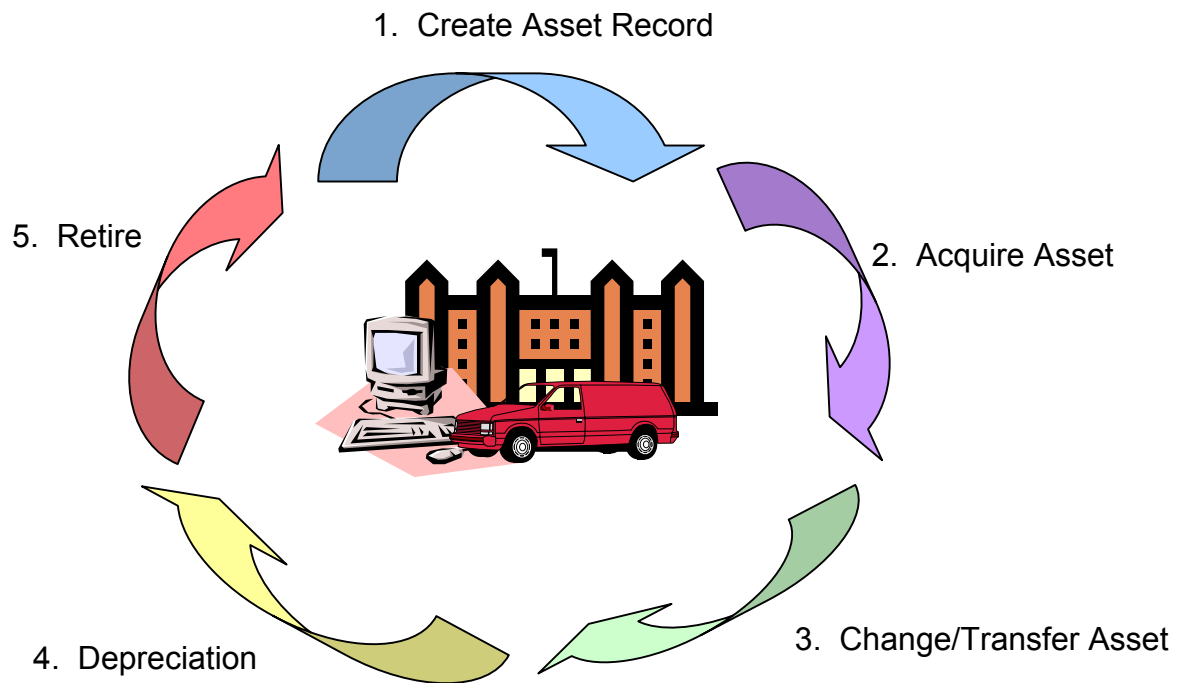
Once an item has been retired, the information about the retirement will be captured, including the type, date and related proceeds or trade-in value if applicable.

Both groups of assets or portions of single assets may need to be disposed. The system has the capability of performing partial and mass disposition of assets. Disposed assets can be returned to service.

Asset Life Cycle

The life cycle of an asset consists of 5 phases:

1. Create the Asset Master Record
2. Acquire the Asset
3. Change / transfer asset
4. Depreciation
5. Retire

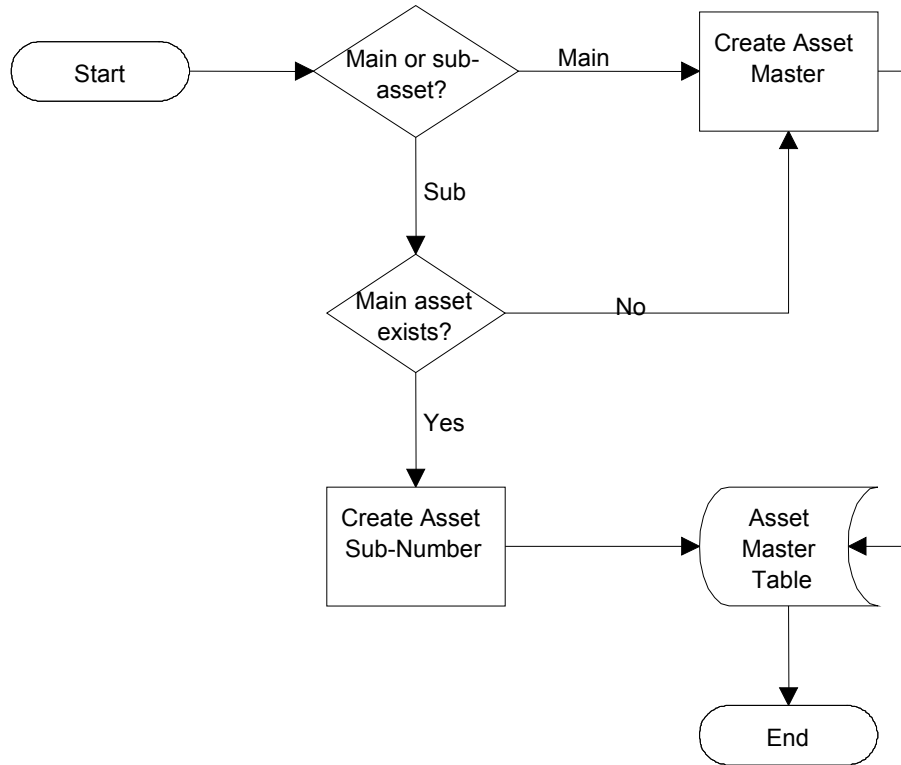


Asset Life Cycle

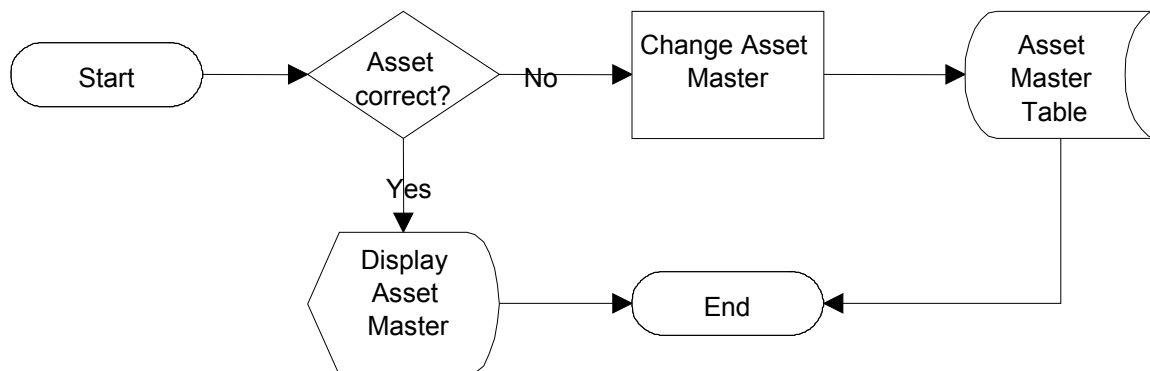
Asset Procurement Summary

The overall asset procurement process is comprised of the following steps:

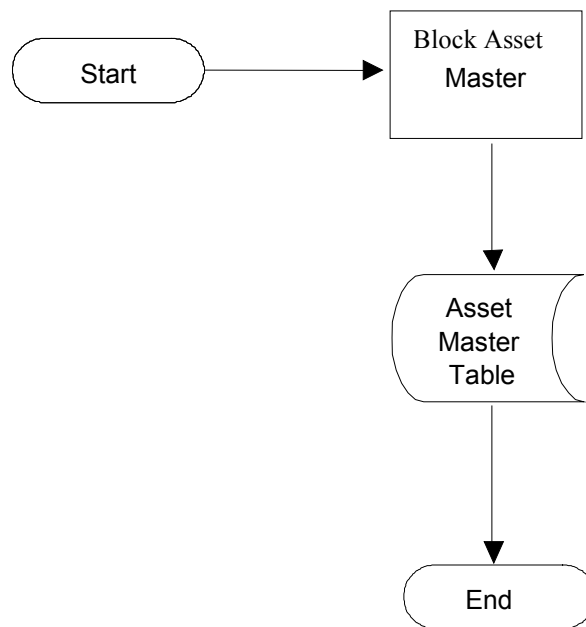
1. The request for an asset purchase. This is usually in the form of a purchase requisition created manually.
2. The source of supply is determined for the needed item by either the purchasing department or the system.
3. The requisition is assigned to a vendor.
4. A purchase order is created with reference to the requisition. An asset master record can be created at the time the purchase order is created in SAP or prior to the purchase order.
5. The system provides automated expediting and follow-up reminders to ensure prompt delivery of the order.
6. The asset is received into the warehouse via purchase order goods receipt. The asset is valued at the time of goods receipt. The asset's quantity is updated at time of goods receipt.
7. The invoice is validated by comparing it to the original purchase order price and to the quantity received. The asset value will be adjusted for any price difference at the time of invoice.
8. Vendor payment will be made based on payment terms and conditions defined in accounts payable.
9. The Asset will depreciate monthly.

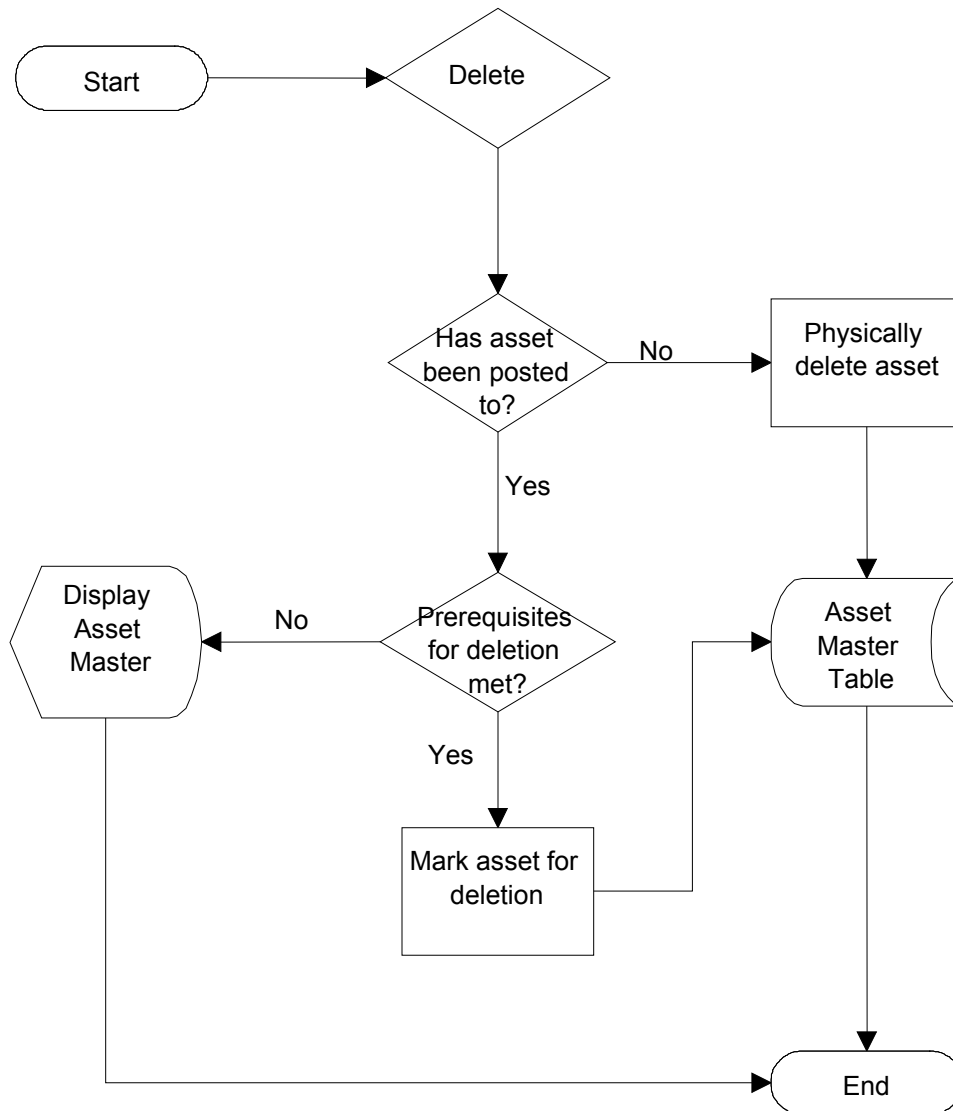
Asset Master Data*Asset Master Data Process Overview Charts***Asset Master Creation**

Asset Master Display/Maintenance



Asset Master Block



Asset Master Deletion

Before an asset can be deleted, it must have a zero net book value (NBV). SAP also requires a one-year minimum retention for assets with transaction postings.



Create Asset Master

The creation of an 'Asset Master Record' is a pre-requisite to processing asset transactions. The timing of the creation of asset master records will depend upon the asset capitalization method used.

- *If capitalization of the asset occurs by posting goods receipts line items directly against the asset via the Procurement also called Materials Management (MM) module, then the asset master record can be created in the MM module at the time the purchase order is created. For this process, refer to the Purchase Order section of the Procurement Manual or the asset master record can be created prior to creating the Purchase Order See the section in this manual on How to Create an Asset Master Record.*

- *If capitalization of the asset occurs by direct invoice (e.g. credit card purchase) in the Accounts Payable module, then the asset master record needs to be created **before** posting the invoice.*

When you create the asset master record, you have two options:

1. You can use the asset class to which the asset will belong, to provide default values. The asset class then supplies the most important control parameters in the asset master record.
2. Or you can use an existing asset as a reference for creating the new asset master record. (Possibly the reference asset has default values that are more suitable than those in the asset class.)

Be sure to enter additional information, such as inventory number or serial number for both options listed.

When you save, the system will assign an asset number. All asset classes are assigned to a number range that uses internal number assignment. This asset number is also the account number of the individual asset account. You will need to know this number when creating a purchase order or posting in Accounts Payable.

There are 3 types of Asset Master Records

1. NAF Assets
2. APF
3. Other

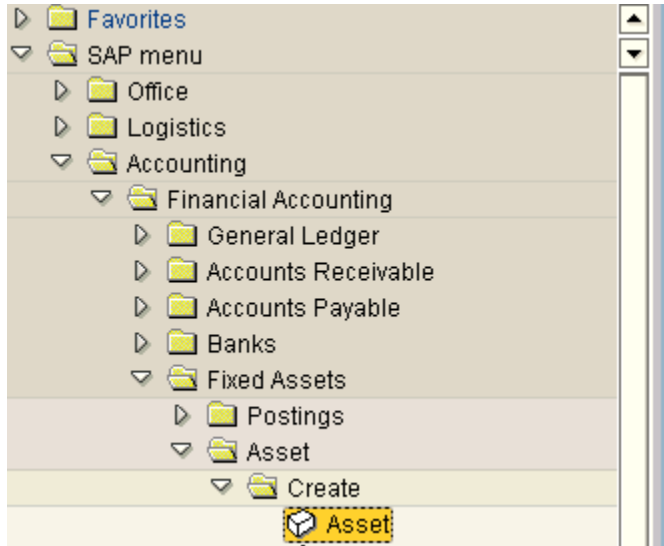
NAF asset master records include vehicles, furniture, fixtures & equipment, building & facilities, building and facility improvements, minor property, VQ whole room concept and construction in progress.



To Create an Asset Master Record, follow these steps:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > ASSET**

Transaction code: **AS01**



Menu path for asset master creation

Field	Description/Usage
Initial screen for asset master creation	
Asset Class	Each asset is assigned to a single asset class. The asset class dictates a number of key control functions which include: <ul style="list-style-type: none"> the G/L accounts to be updated by acquisition and depreciation postings (first 3 numbers of asset class i.e. 171000 – vehicles) the field status or screen layout the valid number range for assets in the asset class default contents of asset master data fields (if any) how depreciation is managed for assets within the asset class
Company Code	Asset master records are created at the company code level. Enter the company code.

Number of similar assets	Defaults to 1. This field indicates the number of asset master records that will be created. If more than one, then each asset master record created may need to be modified to input unique characteristics of that asset (like serial number, inventory number, quantity).
Post Capitalization	If this box is selected, it forces an asset capitalization date to be entered. This date must be from the prior fiscal year. This field is used if an asset is found during a physical inventory or if a mistake is discovered where an asset was never booked.

Create Asset: Initial Screen

Create Asset: Initial screen

Master data | Depreciation areas

Asset class: []

Company code: []

Number of similar assets: 1

Reference

Asset: []

Sub-number: []

Company code: []

☐ Post-capitalization

Create Asset: Master Data

General Data tab	
Description-1	Descriptive information about the asset.
Description-2	Informational purpose field. The BLAS conversion will populate this field with the BLAS short description.
Model no/ Main text	This is a free text field. As a standard, the model number of the asset will be entered here. The BLAS conversion will populate this field with the BLAS model number.
Account Determination	Defaults from the asset class. The account determination contains the general ledger (GL) accounts that will be posted to from asset transactions e.g. acquisitions, retirements, depreciation. You cannot change the GL account. If an asset is in the wrong GL account, use the intracompany transfer process to move the asset values to the correct account.
Serial Number	This is a free text field. The BLAS conversion will populate this field with the BLAS serial number.
Inventory Number	Inventory number for asset. (Future enhancements will allow this number to be printed in the form of a bar-code label.) This field may be populated with the BLAS asset number.
Quantity	Leave blank. This field will be populated when the purchase order is received.
Unit of Measure	Defaults to EA for each.
Manage Historically	This indicator will tell the system to manage the asset with a history. Active history management has the following effect: <ul style="list-style-type: none"> • The asset is displayed in an asset chart. Display only field.
Capitalized on	The capitalization date is the value date of an asset. The system enters the asset value date of the first posting that results in the capitalization of the asset in this field. The depreciation start date is based on this date. You can also enter the capitalization date manually when creating an asset. However, this does not lead to the asset being capitalized, but only to this date being the default for the asset value date when the first acquisition is posted.
First Acquisition on	The system automatically sets the asset value date of the first acquisition posting in this field.
Acquisition Year	The system enters the fiscal year of the first acquisition posting in this field.

Deactivation on	The system enters the asset value date of the retirement posting for a full retirement in this field. Once an asset has been deactivated, you can no longer post to the asset (with one exception; posting a reversal of the last retirement). In order for you to be able to make correction postings after an asset has been deactivated, you can manually change the deactivation date in the asset master record.
Planned Retirement on	You can specify a date here for the planned retirement date of the asset. This date is interpreted for the depreciation simulation/forecast. In the standard report, the system simulates the depreciation, if requested, only up to the planned retirement date of the asset.
Ordered on	The system enters the date the first purchase order was posted to an asset.
Depreciation Area	Depreciation area code and name. Defaults from asset class. (01 = Book depreciation) Display only field.
Dep Key	Depreciation key (valuation key) controls the valuation of the asset in the particular depreciation area. It consists of a calculation key for the automatic calculation of depreciation and various control indicators. Z001 = Straight-line depreciation Z002 = Straight-line for minor property amortization
Useful Life Yr.	Useful life in years over which the asset is to be depreciated. Prepaid minor property will use this field when amortization is one year.
Useful Life Period	Useful life in periods (in addition to whole years) over which the asset is to be depreciated. Prepaid minor property must use this field if amortization is less than one year (1 to 11 months).
ODep.Start	Depreciation calculation start date. Will default from the capitalization date when the first acquisition is posted. This is a Display only field.

SAP

Asset Edit Goto Extras Environment Settings System Help

Create Asset: Master data

Asset values

Asset: INTERN-00001 0

Class: 173000 FF&E Company code: 1139

General Data Location Data Origin Data

General data

Description

Model no / Main txt

Acct determination: 173000 FURNITURE, FIXTURES & EQUIPMENT

Serial number

Inventory number

Quantity: EA

☒ Manage historically

Posting information

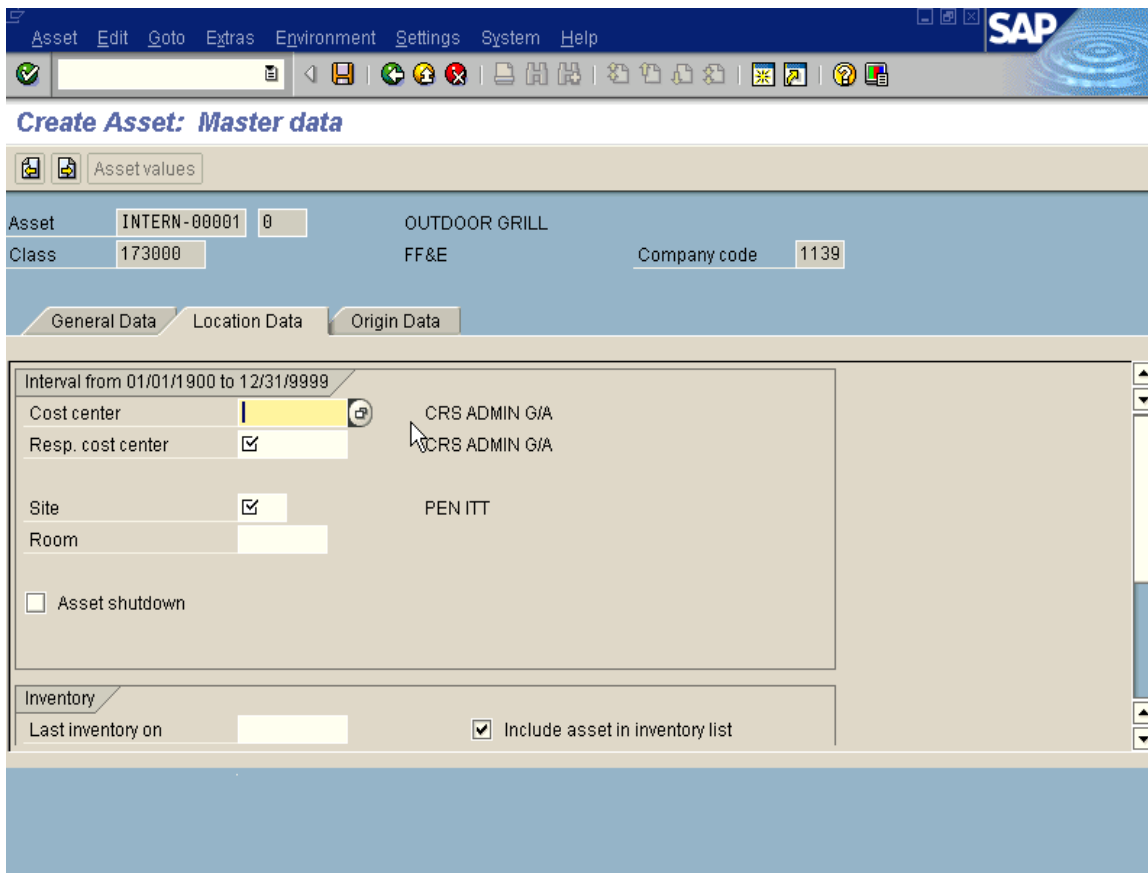
Capitalized on

Deactivation on

Location Data tab

Cost Center	The SAP system uses the cost center assignment in the asset master record to determine the cost center affected when the following types of asset posting are made: <ul style="list-style-type: none"> • Fixed asset depreciation • Gain/loss from asset sales
Responsible Cost Center	This cost center is responsible for the physical asset. It will not carry the depreciation cost. It is now a required field.
Site	This uniquely identifies a physical location (such as storage or receiving) in the MM module.
Room	In this field you can designate a specific room/bldg for the asset.
License Plate No.	You can enter the license plate number for a vehicle here. Your entry is saved as time-dependent data, so that a history is created when there is a change in the license plate number. Valid only for vehicle asset class.
Asset shutdown	Check this box if you want to shutdown the asset for the displayed period of time. No depreciation will be calculated for assets that have been shut down when you use the appropriate depreciation key. This is used for BRAC bases only .
Last Inventory on	Record the date of the last physical inventory for this asset.

Include Asset in Inventory List	This field determines whether the asset is included on a report that can be generated for stock taking purposes. This indicator has been turned on for all asset classes except asset class 179000.
Inventory Note	In this field you can specify additional asset information for the analysis of physical inventory; e.g., name of person who took the physical inventory (use scroll bar on the right to see the rest of this screen).
Local Evaluation Field	This field can be used to enter further details about the location of an asset for inventory purposes. (Use the scroll down arrow at the right side of the screen to get to this field at the bottom portion of the Location data tab).



Create Asset: Master data

Asset values

Asset: INTERN-00001 0 OUTDOOR GRILL
 Class: 173000 FF&E Company code: 1139

General Data Location Data Origin Data

Interval from 01/01/1900 to 12/31/9999

Cost center: [] CRS ADMIN G/A
 Resp. cost center: ☒ CRS ADMIN G/A
 Site: ☒ PEN ITT
 Room: []
☐ Asset shutdown

Inventory
 Last inventory on: [] ☒ Include asset in inventory list

Origin Data tab	
Vendor Number	SAP will place the vendor number in this field once an acquisition is made. This field will be automatically populated upon the first posting to the asset.
Vendor Name	The name of the vendor can be entered here. This field will be automatically populated upon the first posting to the asset. Anything in this field will be overwritten to match with data in the vendor number field
Manufacturer	Enter the manufacturer of the asset in this field.
Asset Purchased New	Check this box if the asset was new at the time the base acquired it (if not new, leave blank and select purchased used, see below).
Purchased Used	Check this box if the asset was second-hand or used when it was acquired (not new).
Country of Origin	In this field you can specify the country of origin for the asset.
Type Name	This field is for informational purposes only.
Original Asset No.	This field contains the number of the original asset, which was transferred to the asset being displayed. For example, the original BLAS asset number will appear here. Another example, the system stores the number of the asset under construction in this field, that was settled to the displayed asset. If more than one transfer has taken place, the system displays the asset number of the first transfer here.
Acquisition on date	For transferred assets (or parts of assets), this is the field in which the system stores the capitalization date of the original asset (for example, an asset under construction).
Original Acquisition Year	Fiscal year the asset was originally acquired before the transfer. This field is manually maintained for transferred asset.
Original Value	Acquisition value of the asset before the transfer. This field is manually maintained.

Create Asset: Master data

Asset: INTERN-00001 0 OUTDOOR GRILL
 Class: 173000 FF&E Company code: 1139

General Data Location Data Origin Data

Origin

Vendor: [] []
 Manufacturer: []
☐ Asset purch. new
☐ Purchased used
 Country of origin: []
 Type name: []

Internal specifications

Original asset: [] [] Acq. on: []
 Org. acquisition year: []
 Original value: [] USD

Additional information about the asset.

SAP provides an area where the user can add additional text information about the asset. This can be used to note anything about the asset such as condition, usage, etc.

1. In the asset master record, go to the General Data tab.
2. To the right of the description field you will see an icon for "Create long text" (piece of paper with pencil).
3. Click on this icon.
4. A "Long Texts" dialog box will appear. Click on the paper icon to the right of "general long text."
5. In the white area, you can type additional text information about the asset.
6. Press the SAVE icon when you are done. Your text will be saved.
7. Press the green arrow to back up one screen (or press F3).
8. To the right of "general long text" you will see a pencil instead of a blank piece of paper. This indicates that general long text exist for this asset.
9. Click the green check mark or press ENTER to close the long text dialog box.
10. The long text icon now is called "change long text" and you will see that the icon has lines on the piece of paper, indicating that some long text exists.
11. Press the SAVE icon to save changes to the asset master record.

Asset Number Ranges for Asset Classes

Main Number

The asset number will be assigned by SAP internally. SAP will provide the asset number when you save the asset master record.

Each asset class is assigned to a number range. Upon saving the asset, the next sequential number in the relevant number range is assigned to the asset. The number range is as follows:

Prepaid Non-Consumable FF&E.....	16100001 – 16199999
Prepaid Minor Property	16500001 – 16599999
Vehicles	17100001 – 17199999
MWR CF Vehicles	17200001 – 17299999
Furniture, Fixtures & Equipment	17300001 – 17399999
FF&E Whole Room Concept	17300001 – 17399999
MWR CF Furniture, Fixtures & Equipment	17400001 – 17499999
Building and Facilities.....	17500001 – 17599999
MWR CF Bldg. and Fac.....	17600001 – 17699999
Building and Facility Improvements	17700001 – 17799999
MWR CF Bldg. & Fac. Improvements	17800001 – 17899999
Construction in Progress	17900001 – 17999999
APF	10000001 – 10999999
Other	11000001 – 11999999

Asset Sub-Number

Asset sub-numbering allows the specification of a number within a main asset number. Each sub-number could represent a component of the main asset number or simply be used for grouping purposes. The sub-numbered assets can have different useful lives defined and can be retired separately. Alternatively, the entire main asset and all sub-numbered assets can be retired as a whole.

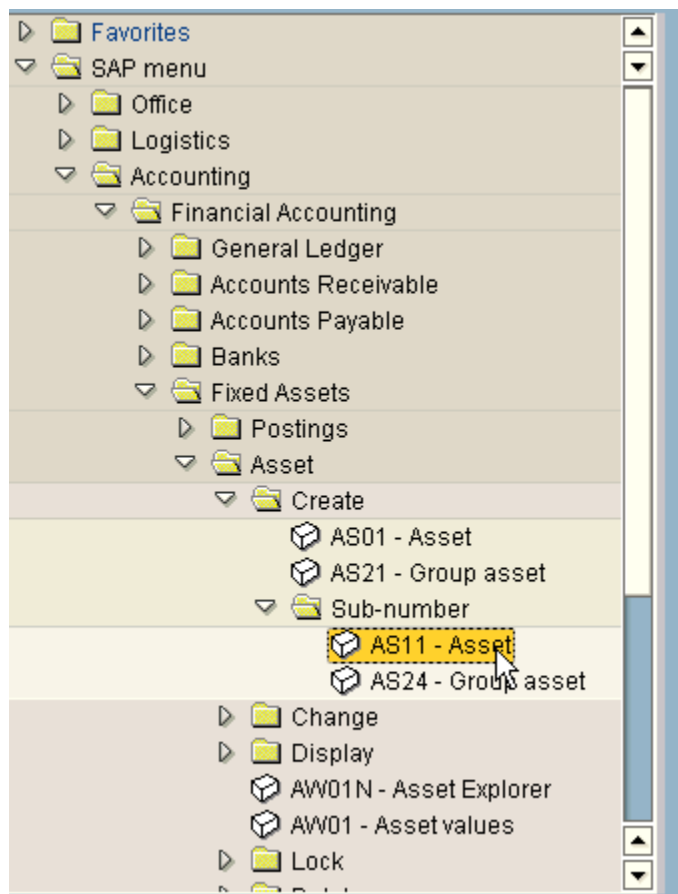
An asset with a sub-number can be created at any time after the original ‘main’ asset has been created. The sub-number is assigned by the system as the next sequential number in the range 1 – 9999 (the range is used mutually exclusively for all assets).



Create Asset Sub-number

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > SUB-NUMBER > ASSET**

Transaction code: **AS11**



Note: Sub assets may be created to better track an asset that has several components (such as computer system, sound system, airplanes, etc.). Sub assets must be used when settling Whole room Concept (VQ) or VQ room renovations.

Follow these steps when adding sub-assets:

Prior to creating sub assets, a main asset must be created in the Create asset screen. See the section on “How to Create an Asset Master Record.”

At the “Create Sub-Number: Initial screen”:

- Asset: enter the main asset number that sub-assets files are being created for.
- Company code: Enter company code.

- c. Number of similar sub-numbers: Enter the number of sub-asset files to be created.
- d. Post capitalization: leave blank.
- e. Select “Master Data”. The “Create Asset: Master data” screen will appear.

At the "Create Asset: Master data": (Note, fill in any fields which will be the same for all sub-assets, e.g. room number.)

- f. Click on the “save” icon.
 - 1. If creating more than 1 similar asset, the “Create multiple assets” dialog box will appear. Select the “maintain” button.
 - 2. The “maintain fields that should be different in similar asset” dialog box will appear.
 - 3. Enter the sub-asset file description on **each** numbered line.
 - 4. Then select “enter”.
 - 5. The “create multiple assets” dialog box will reappear. Select “create” this time.
- g. A blue bar will appear at the bottom of the screen. It will identify the sub-assets created, example, “assets 17100001-1 to 17100001-10 have been created”.
- h. If more than 1 similar asset was created, the next step is to update any fields in each of the sub-asset records.
- i. Go to the “Change Asset Master” process in the next section.



NOTE: An asset may consist of several components. Depreciation for these components may commence on the same date or on different dates.



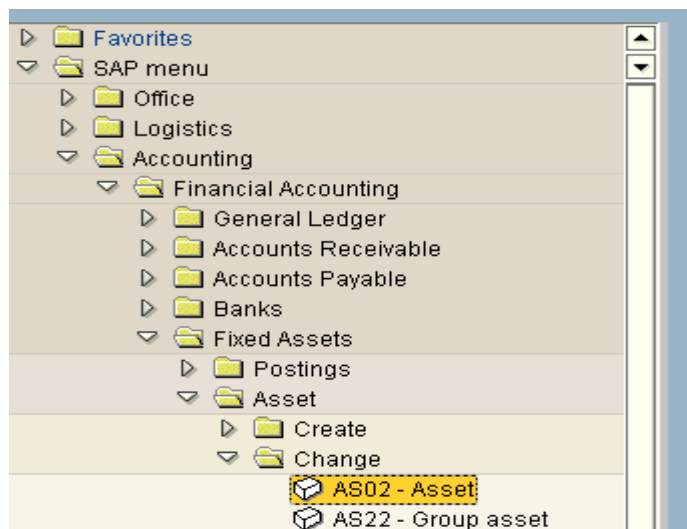
NOTE: If an asset requires a partial disposal, this part may be transferred to a sub-number of this asset and then disposed.



Change Asset Master

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CHANGE > ASSET**

Transaction code: **AS02**



Follow these steps when changing assets:

At the “Change Asset: Initial screen”:

- Asset: enter the main asset number
- Sub-number: enter the sub-number of the asset to be changed.
- Company code: enter company code.
- Select “Master Data”. The “Change Asset: Master data” screen appears.
- Make the necessary changes and SAVE.

The following changes can be made to Asset Master Data:

- *Normal Master Record Changes and Valuation Changes.*

These are performed using this transaction.

- *Time-Dependent Data (Cost Center) Changes.*

To change the cost center on an asset, perform the following steps from the Location Data tab which contains the time-dependencies

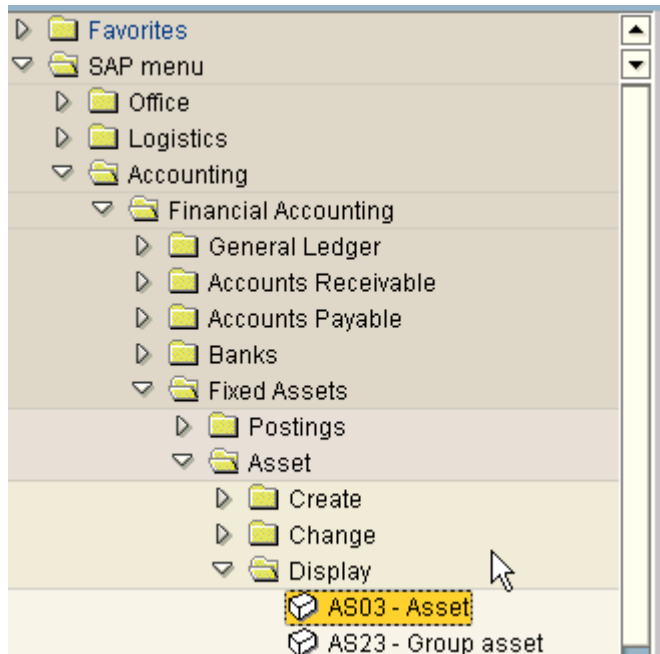
- ◇ Select the 'Further intervals' button on this screen.
- ◇ Select the 'New interval' button (or F6).
- ◇ At the "Create new interval" dialog box, enter the date that the new interval should begin.
- ◇ For this new interval, indicate any changes for cost center, responsible cost center, room, etc.
- ◇ *SAVE* the Asset.



Display Asset Master

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY > ASSET**

Transaction code: **AS03**



Follow these steps when displaying sub-assets:

At the “Display Asset: Initial screen”:

1. Asset: enter the main asset.
2. Sub-number: enter the sub-number of the asset to be displayed.
3. Company code: enter company code.
4. Select “Master Data”. The “display asset: master data” screen will appear.

- *Time-Dependent Data*

To display time-dependent history, access the time dependent asset screen on the Location Data tab and use the 'Further intervals' button. The history of time-dependent assignments is stored in the system over the entire life of the asset.

- *Tracing Asset Master Changes*

Each time an asset master record is changed, the system creates a change document that records change details.

- *To view these changed documents:*

> ENVIRONMENT > CHANGE DOCUMENTS > On ASSET OR On FIELD.

> ASSET: displays a list of changed fields. Double clicking on one of these fields, provides a list of changes to this field. Double clicking on one of these changes, displays the changed information.

- *Change History and Other Data*

◊ *To View Change Dates & Users Responsible for the Change:*

> EXTRAS > MANAGEMENT DATA

- *To View Supplementary Master Data e.g. Last retirement date:*

> EXTRAS > MASTER DATA INFO

- *To View Status of Asset*

> EXTRAS > STATUS DISPLAY

- *To View Associated Asset Sub-Numbers*

> ENVIRONMENT > SUB-NUMBERS



Asset Value Display

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > ASSET VALUES**

Transaction code: **AW01**

- The system gives you general information about the asset values – current and planned.
- 'FI' transactions and document header information for each asset is also available.

Enter the following information on the initial screen:

- Company Code
- Asset Number
- The fiscal year you want to look at.

Display Asset Values: Initial Screen

Planned values | Current book values | Transactions | Simulate

Company code: 1139

Asset: [Yellow field with lock icon]

Sub-number: [Empty field]

Further specifications

Depreciation area(s): 01 [Empty field] [Empty field]

Fiscal year: [Empty field]

Fiscal year TO: [Empty field]

- To look at the actual figures, from the menu bar, select **Goto -> Current book values** or click the **Current Book Values** pushbutton. It is then possible to drill down on any of the fields within that screen.

Asset Edit Goto Extras Environment System Help

Display Asset Values: Current Net Book Values

Previous year Simulate dep.posting Asset master

Asset 17900031 0 MWR F, F & E - 2003

Company code 1015 Fiscal year 2003 Posted up to 000

01 Book deprec. 2003 / USD

	At FY start date	Posted values
Ast.val.trans.	0.00	56,255.87
Acquisition value	0.00	56,255.87
Ordinary deprec.	0.00	0.00
Unplanned dep.	0.00	0.00
Write-up		0.00
Value adjustments		0.00
Net book value	0.00	56,255.87
Interest		

- It also gives planning information, such as future years calculations (very easily) to see this push the **Planned values** pushbutton.

Asset Values Display: Dep. Planned Values

◀ Previous year ▶ Following year Asset master Recalculate deprec.

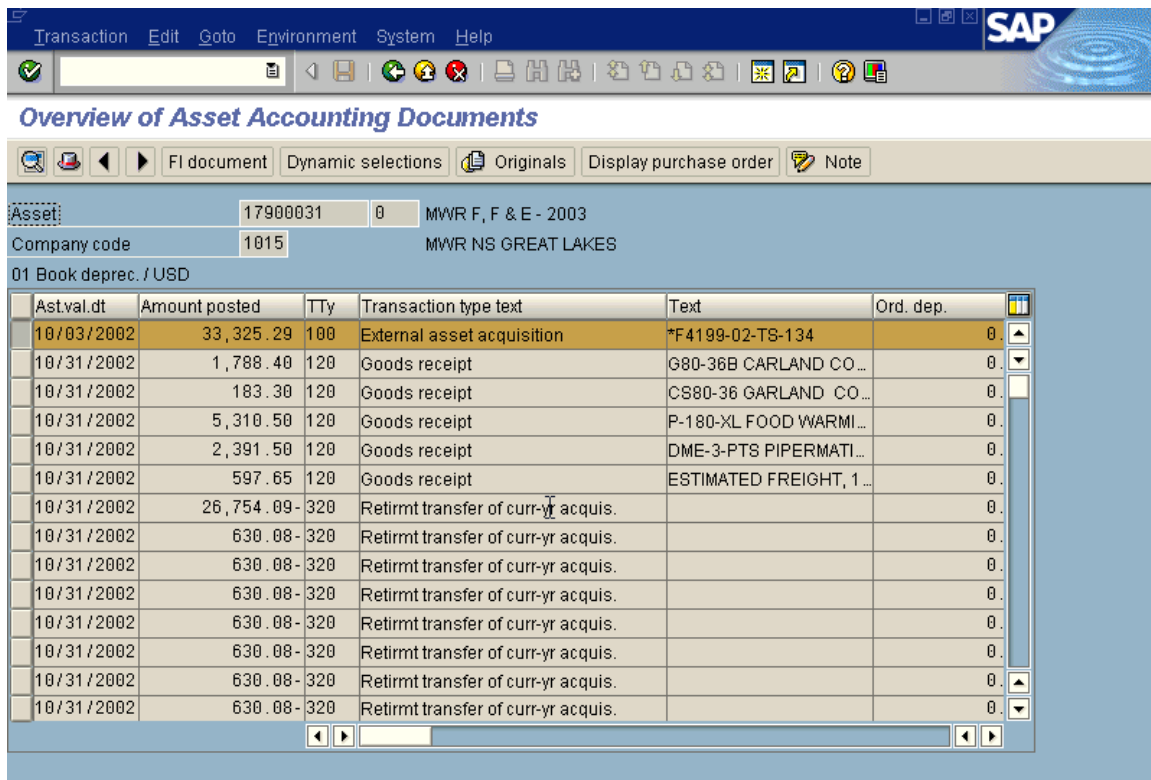
Asset 17900031 0 MWRF, F & E - 2003
 Company code 1015 MWRF NS GREAT LAKES
 Deprec. area 01 Book depreciation in local currency

01 Book deprec. 2003 / USD

	Fiscal yr start	Change	Year-end
Astval.trans.	0.00	56,255.87	56,255.87
Acquisition value	0.00	56,255.87	56,255.87
Ordinary deprec.	0.00	0.00	0.00
Unplanned dep.	0.00	0.00	0.00
Write-up		0.00	0.00
Value adjustments		0.00	0.00
Net book value	0.00	56,255.87	56,255.87
Down payments	0.00	0.00	0.00
Scrap value			0.00

By hitting the *'Following year'* button, it is then possible to look at simulated future periods and years. Prior years can also be examined by selecting the *'Previous year'* button.

To see transactions that have been posted to the asset, from the initial screen click the **Transactions** pushbutton.



The screenshot shows the SAP 'Overview of Asset Accounting Documents' screen. At the top, there is a menu bar with 'Transaction', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays the title 'Overview of Asset Accounting Documents' and a set of buttons: 'FI document', 'Dynamic selections', 'Originals', 'Display purchase order', and 'Note'. Below these buttons, the asset details are shown: 'Asset: 17900031', '0', 'MWR F, F & E - 2003', 'Company code: 1015', and 'MWR NS GREAT LAKES'. A sub-header '01 Book deprec. / USD' is present. The main data is a table with columns: 'Astval.dt', 'Amount posted', 'TTY', 'Transaction type text', 'Text', and 'Ord. dep.'. The table contains 14 rows of transaction data, including 'External asset acquisition', 'Goods receipt', and 'Retirmt transfer of curr-yr acquis.'. The first row is highlighted in yellow.

Astval.dt	Amount posted	TTY	Transaction type text	Text	Ord. dep.
10/03/2002	33,325.29	100	External asset acquisition	*F4199-02-TS-134	0.
10/31/2002	1,788.40	120	Goods receipt	G80-36B CARLAND CO...	0.
10/31/2002	183.30	120	Goods receipt	CS80-36 GARLAND CO...	0.
10/31/2002	5,310.50	120	Goods receipt	P-180-XL FOOD WARMI...	0.
10/31/2002	2,391.50	120	Goods receipt	DME-3-PTS PIPERMATI...	0.
10/31/2002	597.65	120	Goods receipt	ESTIMATED FREIGHT, 1...	0.
10/31/2002	26,754.09	320	Retirmt transfer of curr-yr acquis.		0.
10/31/2002	630.08	320	Retirmt transfer of curr-yr acquis.		0.
10/31/2002	630.08	320	Retirmt transfer of curr-yr acquis.		0.
10/31/2002	630.08	320	Retirmt transfer of curr-yr acquis.		0.
10/31/2002	630.08	320	Retirmt transfer of curr-yr acquis.		0.
10/31/2002	630.08	320	Retirmt transfer of curr-yr acquis.		0.
10/31/2002	630.08	320	Retirmt transfer of curr-yr acquis.		0.
10/31/2002	630.08	320	Retirmt transfer of curr-yr acquis.		0.



Block Asset Master

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > LOCK > ASSET**

Transaction code: **AS05**

To block an asset for further acquisitions may be useful if the asset will be retired e.g. in a few weeks or if an AuC (*'Asset under Construction'*) should be closed. This option may be utilized for the VQ's whole room concept for main asset number (sub-assets would not be blocked). This option could also be used for BRAC bases.

Follow these steps when blocking an asset:

At the "Block Asset screen":

- Asset: Enter the asset number you want to block.
- Company Code: Enter company code.
- Press Enter.
- Set the flag for "blocked for acquisition".
- Save.



NOTE: Postings for asset transfer and retirement can still be executed.



Delete Asset Master Record

Menu path: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DELETE > ASSET

Transaction code: AS06

NOTE: This is a HQ function only. Please contact the RAMCAS support staff or the User Services Group within the Computer Services Branch if you wish to delete an asset master record.

To be able to delete an asset physically, the asset values have to be zero. This means that the asset has to be retired completely and the depreciation posted completely. Additionally the minimum retention period of an asset (with prior postings) is one year (this is defined by AIMS/SAP).

Note: an asset can be retired and disposed of. The asset master record will remain in the system until it is deleted. The values for the asset will be zero. When you retire an asset it is not deleted from the system. By contrast, within the legacy BLAS system, once an asset was retired, the asset record was usually deleted. The asset master record must remain in the system for a minimum of one year before it can be deleted. At that time, a fund can request that HQ delete the asset and the asset master record will be marked for deletion. The record will be physically deleted when the archiving process takes place.



NOTE: However, that this is only possible if the *CAPITALIZATION DATE* is deleted from the asset master. Normally, this is not possible because *CAPITALIZATION DATE* is a *mandatory* field. Contact your system specialist, who can make the field '*optional*' delete the unwanted records, then make the field '*mandatory*' again. In the meantime, the Block Asset transaction can be used to avoid acquisition costs being posted to the asset.

Minor Property Asset Master Data

SAP refers to the minor property asset as a "low value asset" (LVA). The dollar range for low value assets is \$1,000.00 to \$2,500.00. Low value assets can be expensed the month they are purchased or amortized up to one year. The expense or amortization will take place when the depreciation run is executed for the month. When a LVA is expensed for one month, the expense will not show up in the general ledger until depreciation has been posted for that month.

MWR uses general ledger account 165000 for prepaid minor property and the expense account is 686000 for minor property expenses.

Create Minor Property Asset Master

To create an asset master record for a minor property asset, see the section on How to Create an Asset Master Record. Note: The fields listed below are unique for Prepaid Minor Property

Field	Description/Usage
Initial screen for asset master creation	
Asset Class	<ul style="list-style-type: none"> 165000 – for Prepaid Minor Property or low value assets that will be expensed in one month or amortized over 12 months

Field	Description/Usage
General Data tab	
Dep Key	Depreciation key (valuation key) controls the valuation of the asset in the particular depreciation area. It consists of a calculation key for the automatic calculation of depreciation and various control indicators. Z002 = Straight-line for minor property amortization
Useful Life Yr.	Useful life in years over which the asset is to be expensed/amortized. Prepaid minor property will use this field when amortization is one year.
Useful Life Period	Useful life in periods over which the asset is to be amortized. Prepaid minor property must use this field if amortization is less than one year (1 to 11 months).



Asset Master Data for Whole Room Concept

The VQ created the Whole Room Concept to better track VQ rooms (funded by NAF) for inventory purposes. The general ledger account is still FF&E 173000, but the asset class is 173100 for the whole room concept. Any pre-existing assets will remain in the asset class 173000. Once a base begins using AIMS/SAP, the Whole Room Concept will be used for VQ room renovations funded with NAF dollars.

When a room renovation begins, an Asset Master Record will need to be created in the 179001 Asset Class to track expenses related to the room renovation. This asset class reconciles to the general ledger account 179001, FF&E Installation in Progress-VQ. Money will stay in this account until the rooms are ready for use. At that time, the room renovation can be capitalized.

In AIMS, an Asset Master Record will be created for each room. No dollars will be posted to this main asset record. Instead, sub-asset records will be created to track items in the room. Here is an example, if the VQ is remodeling one room:

1. Create asset master record for project in the 179001-asset class.
2. Post all dollars for the room renovation project to this asset.
3. Construction is completed and rooms are ready for use.
4. Create asset master record for Room 101 in the 173100 asset class.
5. Block this asset master record for postings (only post dollars to sub-assets).
6. Create 20 sub-asset master records for Room 101.
7. Capitalize room renovation project dollars to each sub-asset record.
8. Depreciation will begin the month following capitalization.

Useful life for the whole room concept is six years. Hard goods depreciate for six years and soft goods for three years. If parts of a room are replaced during the useful life of the room, the useful life of the replacement parts will need to coincide with the room's useful life of six years. For example, a room has a useful life of six years- in year five, the bed frame is replaced. The useful life of this bed frame must be set to one year. This will ensure that a room is fully depreciated at the end of the stated useful life of six years.

Normally, the VQ will issue a contract to remodel several rooms at one time. An Asset Master Record is created in asset class 179001 for the room/construction project. During the remodeling phase, postings will go to the 179001, FF&E Installation in Progress VQ. At the time the rooms are complete, the Whole Room Concept assets can be capitalized. Values will be transferred to the sub-asset master records. Remember, the asset master records for the whole room concept must exist prior to the capitalization process.

This is an example of a **single room** renovation:

THOMASVILLE WINSTON COURT W4 COLOR PACKAGE TEN					
SINGLE ROOM NSN: 7105-01-419-7307	Model Number	Qty #	Unit Price	Total	Deprec. InYears
POSTER FULL HEADBOARD	20611-475	1	171.53	171.53	6
BEDFRAME - TWIN-DOUBLE	9990-2429	1	22.73	22.73	6
FULL SIZE MATTRESS	QE0264BM	1	104.24	104.24	3
FULL SIZE BOXSPRING	QE0264BB	1	78.79	78.79	6
BEDSPREAD - LORDSBURG/NAVY	FULL	1	84.00	84.00	3
NIGHTSTAND - CHEST	C206-812	1	156.11	156.11	6
NIGHTSTAND LIGHT - MARIO	92T391	1	59.63	59.63	3
DESK CHAIR	C206-861	1	163.96	163.96	6
DESK	C206-396	1	182.02	182.02	6
DESK LAMP - MARIO	C9035	1	39.38	39.38	3
TV ARMOIRE	C206-344	1	496.58	496.58	6
RECLINER FABRIC GRADE E	VC276	1	252.18	252.18	6
FLOOR LAMP - MARIO	84F379	1	76.05	76.05	3
WARDROBE	C206-348	1	454.54	454.54	6
DRESSER	C206-126	1	342.22	342.22	6
VERTICAL MIRROR	C20611-220	1	119.49	119.49	6
ARTWORK - SHEARER WILDFLOWERS SHE-48	COLOR TEN	1	116.26	116.26	3
5' FICUS w/PLANTER	COLOR TEN	1	123.50	123.50	3
WINDOW TREATMENT (ESTIMATE)	COLOR TEN	1	345.00	345.00	3
CARPET MANNIGTON, MEDERA/SEABREEZE	COLOR TEN	28	17.78	497.84	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
19" TELEVISION		1	232.00	232.00	3
MICROFRIDGE		1	435.00	435.00	3
TOTAL SINGLE ROOM COST				4,553.05	

A main asset master record would be created for the room. Twenty-two sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.

This is an example of a **double room** renovation:

THURSTON 200 SERIES LANTERN					
	Model	QTY-	Unit		Deprec.
DOUBLE ROOM NSN: 7105-01-419-7387	Number	#	Price	Total	In Years
TWIN HEADBOARD w/	1815(A) w/				6
METAL BED FRAME	7515-97P	2	96.28	192.56	6
TWIN MATTRESS X-LONG	WS-3880-M	2	97.36	194.72	3
TWIN BOXSPRING X-LONG	WS-3880-B	2	80.24	160.48	6
BEDSPREAD-QUILTED THROW X-LONG	TWIN	4	90.00	360.00	3
UPHOLSTERED 2-POSITION DESK CHAIR	96	2	123.64	247.28	6
2 DRAWER LOW CHEST	1506(A)	2	132.36	264.72	6
DESK LAMP	21	2	33.50	67.00	3
3 DR WALL UNIT w/DROP LID DESK & LIGHT	263(SW)D F	2	426.82	853.64	6
UPPER DOORS w/LOCK HASP LOOPS	(UP)	2	50.12	100.24	6
T.V./ REFRIGERATOR WALL UNIT	266(SW)	1	320.45	320.45	6
RECLINER - GRADE 4	238W	2	292.40	584.80	6
FLOOR LAMP	5491	1	49.17	49.17	3
FRAMED FULL LENGTH WALL MIRROR	213(DM)S	1	119.20	119.20	6
WALL ART "LES COQUELICOTS"	F42	1	90.00	90.00	3
WALL ART "POPPY FIELDS"	Z246	1	90.00	90.00	3
6.0' SILK FICUS PLANT	31109STB	1	59.00	59.00	3
CARPET w/ENHANCER III PLUS PAD	CONCORD E	30	15.10	453.00	3
WINDOW TREATMENT ESTIMATE	LANTERN	1	255.00	255.00	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
19" TELEVISION		1	232.00	232.00	3
MICROFRIDGE		1	435.00	435.00	3
TOTAL DOUBLE ROOM COST				4,220.50	

A main asset master record would be created for the room. Twenty sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.

This is an example of a **triple room** renovation:

THURSTON 200 SERIES TOPAZ					
	Model	Qty-	Unit		Depreciation
TRIPLE ROOM NSN: 7105-01-419-7571	Number	#	Price	Total	In Years
1/2 OF BUNKBED	159(1/2)	3	130.28	390.84	6
TWIN MATTRESS X-LONG	WS-3880-M	3	97.36	292.08	3
BEDSPREAD - QUILTED CAP X-LONG	TWIN	6	90.00	540.00	3
2 DRAWER CHEST	162-24SW	3	159.00	477.00	6
UPHOLSTERED 2-POSITION CHAIR	96	3	123.64	370.92	6
3 DR WALL UNIT w/DROP LID DESK & LIGHT	263(SW) DF	3	426.82	1280.46	6
UPPER DOORS w/LOCK HASP LOOPS	(UP)	3	47.73	143.19	6
T.V./REFRIGERATOR WALL UNIT	266(SW)	1	320.72	320.72	6
WALL ART "VIEW FROM CASCADE"	H317	1	115.00	115.00	3
WALL ART "WELLER POND INLET"	H315	1	115.00	115.00	3
FRAMED FULL LENGTH MIRROR	213DM(S)	1	119.20	119.20	6
WINDOW TREATMENT (ESTIMATE)	TOPAZ	1	245.00	245.00	3
CARPET w/ENHANCER III PLUS PAD	CONCORDE	30	15.10	453.00	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
BRASS CLAMP/BED LIGHT		3	19.99	59.97	3
19" TELEVISION		1	232.00	232.00	3
MICROFRIDGE		1	435.00	435.00	3
TOTAL TRIPLE ROOM COST				5,589.38	

A main asset master record would be created for the room. Sixteen sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.

This is an example of a **suite** renovation:

THOMASVILLE WINSTON COURT W6 COLOR PACKAGE TEN					
	Model	Qty-	Unit		Deprec.
SUITE NSN: 7105-01-419-7515	Number	#	Price	Total	In Years
POSTER FULL HEADBOARD	20611-475	1	171.53	171.53	6
BEDFRAME - TWIN-DOUBLE	9990-2429	1	22.73	22.73	6
FULL SIZE MATTRESS	QE0264BM	1	104.24	104.24	3
FULL SIZE BOXSPRING	QE0264BB	1	78.79	78.79	6
BEDSPREAD - LORDSBURG/NAVY	FULL	1	84.00	84.00	3
NIGHTSTAND - CHEST	C206-812	2	156.11	312.22	6
NIGHTSTAND LIGHT - MARIO	92T391	2	59.63	119.26	3
DESK CHAIR	C206-861	1	163.96	163.96	6
DESK	C206-396	1	182.02	182.02	6
DESK LAMP	C9035	1	39.38	39.38	3
TV ARMOIRE	C206-344	2	496.58	993.16	6
DRESSER	C206-126	1	342.22	342.22	6
VERTICAL MIRROR	C20611-220	1	119.49	119.49	6
WARDROBE	C206-348	1	454.54	454.54	6
SOFA W/FABRIC UPCHARGE (GRADE E)	VC13000R	1	276.66	276.66	6
WING CHAIR	P571-013	1	408.07	408.07	6
OTTOMAN	P571-002	1	168.41	168.41	6
SQUARE END TABLE	C20631-250	2	145.45	290.90	6
COFFEE TABLE	C206-121	1	155.56	155.56	6
TABLE LAMP - MARIO	90T174P	2	49.73	99.46	3
FLOOR LAMP - MARIO	84F379	1	76.05	76.05	3
ARTWORK - SHEARER WILDFLOWERS SHE-48	COLOR TEN	2	116.26	232.52	3
5' FICUS w/PLANTER	COLOR TEN	1	123.50	123.50	33
WINDOW TREATMENT (ESTIMATE)	COLOR TEN	2	345.00	690.00	3
CARPET MANNIGTON, MEDERA/SEABREEZE	COLOR TEN	28	17.78	497.84	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
19" TELEVISION		2	232.00	464.00	3
MICROFRIDGE		1	435.00	435.00	3
TOTAL SUITE COST				7,105.51	

A main asset master record would be created for the room. Twenty-seven sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.

This is an example of a **VIP room** renovation:

AMERICAN OF MARTINSVILLE 5577 GEORGIAN BLUE					
VIP ROOM NSN: 7105-01-419-7363	Model Number	Qty- #	Unit Price	Total	Deprec. In Years
5/0 HEADBOARD, QUEEN	5577-323	1	185.00	185.00	6
Q41G 5/0 METAL BEDFRAME, QUEEN	0000-515	1	33.00	33.00	6
5/0 MATTRESS/BOXSPRING, QUEEN		1	277.61	277.61	3
5/0 BEDSPREAD-THROW STYLE GROUP #3400	Q6080 SP	1	92.75	92.75	3
NIGHT STAND	5577-888	1	160.00	160.00	6
BEDSIDE LAMP	724	1	44.35	44.35	3
DESK CHAIR	3915-910-021	1	132.00	132.00	6
DESK DRESSER	5577-010	1	482.00	482.00	6
DESK LAMP	796	1	44.00	44.00	3
TV ARMOIRE	5577-766	1	824.00	824.00	6
RECLINER LEATHER	967-810	1	432.00	432.00	6
FLOOR LAMP	897	1	75.25	75.25	3
END TABLE	896-641	1	149.00	149.00	6
WARDROBE	822-103	1	458.00	458.00	6
MIRROR	5577-210	1	140.00	140.00	6
WALL ART - WOOD FRAME - SINGLE MAT	CFB 209B3	1	114.00	114.00	3
66" SILK PLANT - FICUS TREE	4493	1	55.30	55.30	3
WINDOW TREATMENT (ESTIMATE)	BLUE	1	445.00	445.00	3
CARPET FACULTY IV	DK-166	28	15.86	444.08	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
19" TELEVISION		1	232.00	232.00	3
MICROFRIDGE		1	435.00	435.00	3
TOTAL SINGLE ROOM COST				5,254.34	

A main asset master record would be created for the room. Twenty-one sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.

This is an example of a **VIP suite** renovation:

AMERICAN OF MARTINSVILLE 5577 GEORGIAN BLUE					
	Model	Qty-	Unit		Deprec.
VIP SUITE NSN: 7105-01-419-7363	Number	#	Price	Total	In Years
5/0 HEADBOARD, QUEEN	5577-323	1	185.00	185.00	6
Q41G 5/0 METAL BEDFRAME, QUEEN	0000-515	1	33.00	33.00	6
5/0 MATTRESS/BOXSPRING, QUEEN		1	277.61	277.61	3
5/0 BEDSPREAD-THROW STYLE GROUP #3400	Q6080 SP	1	92.75	92.75	3
NIGHT STAND	5577-888	2	160.00	320.00	6
BEDSIDE LAMP	724	2	44.35	88.70	3
DESK CHAIR	3915-910-021	1	132.00	132.00	6
DESK, 42"	5315-180	1	181.00	181.00	6
DESK LAMP	796	1	44.00	44.00	3
CHEST, 3 DRAWER	5577-040	1	383.00	383.00	6
MIRROR	5577-210	1	140.00	140.00	6
WARDROBE	822-103	1	458.00	458.00	6
TV ARMOIRE	5577-766	2	824.00	1,648.00	6
SOFA, 3 SEATS, GRADE 2	3117-900	1	460.00	460.00	6
FLOOR LAMP	897	1	75.25	75.25	3
END TABLE	896-641	2	149.00	298.00	6
TABLE LAMP	728	2	51.45	102.90	3
LOUNGE CHAIR, GRADE 3	3258-935	1	217.00	217.00	6
COFFEE TABLE	896-651	1	199.00	199.00	6
WALL ART - WOOD FRAME - SINGLE MAT	CFB 209.B3	1	114.00	114.00	3
WALL ART - WOOD FRAME - SINGLE MAT	CFB 210.B3	1	114.00	114.00	3
66" SILK PLANT - FICUS TREE	4493	2	55.30	110.60	3
WINDOW TREATMENT (ESTIMATE)	BLUE	2	445.00	890.00	3
CARPET FACULTY IV	DK-166	44	15.86	697.84	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
19" TELEVISION		2	232.00	464.00	3
MICROFRIDGE		1	435.00	435.00	3
TOTAL VIP SUITE COST				8,160.65	

A main asset master record would be created for the room. Twenty-six sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.



Capitalizing Whole Room Concept

Step 1: Construction or Renovation of VQ Rooms is Approved:

This is a manual process. The accounting office will be notified that a specific project has been approved for renovation of VQ rooms with NAF dollars.

Step 2: Create Asset Master Record for FF&E Installation in Progress VQ

The accounting office will be notified that a specific project for room renovations with NAF dollars has been approved. An asset master record shell will need to be created for this process. For creating an asset master record, refer to the chapter on 'Creating an Asset Master Record'. An asset shell will need to be created for each room that is being renovated (i.e. Rooms 101 – 105 are being renovated, then 5 asset shells with need to be created. Note: Use the asset class for the FF&E Installation in Progress 179001.

Step 3: Acquire purchases through Materials Management

Refer to Materials Management User Manuals either Procurement on how to do a purchase order or Accounts Payable for instructions on how to complete a direct invoice. The person making purchases against the asset will need to enter the FF&E Installation in Progress asset number (see previous step) into the purchase order or Direct Invoice. You can repeat the MM process during the life of the project. All MM postings for this project will go to this asset number. The asset will accumulate cost associated with the project. At the end of the project, these cost/values will be transferred to a new depreciating asset. This new asset will be in the Whole Room Concept asset class 173100.

Step 4: Notification of Transfer for a FF&E Installation in Progress Asset



NOTE: This is a manual process. Notification of a transfer will come from the Property Manager or Business Manager.

Information supplied will include:

- The base value date (capitalization date will determine the start of depreciation)
- Asset master record to be transferred

Step 5: Create Asset Master Record for New Asset(s)

With the Whole Room Concept, you will be creating a new main asset master record for each VQ room that was renovated (see the chapter on creating an Asset Master Record for instructions on how to create the asset records). Thus, if 20 rooms were remodeled, you will create 20 main asset master records. (Once these main assets have been created they should be blocked from postings. See the section on Block Asset Master for Whole Room). For each main asset master record, you will be creating sub-asset master records. A sub-asset record will be created for each inventory item (e.g., comforters, nightstands, dresser, mattress & box springs, etc.). For each room, you could be creating ten to 20 sub-asset records. For information on how to create a sub-asset, refer to the chapter on 'How to Create a Sub-Asset.' For this process the sub-assets must be created prior to the capitalization process.

Step 6: Block the Main Asset Master Record

It is recommended to block the main asset master record for postings. All value is posted (capitalized) to the sub assets. The main asset (i.e. 17300001 – 0) will never have any value posted to it. Blocking the main asset will prevent this from happening. See the section on Block Asset Master for Whole Room Concept for instructions on how to do this.

Step 7: Capitalize the Whole Room Concept Asset

Once the room renovations are complete, the accounting office will be notified. Then the asset must be capitalized, moved to a depreciating asset master record. In order to do this, you will do partial transfers from the original asset, in the FF&E Installation in Progress assets to the newly created sub-assets (for example 1730001 subnumber 1). No amounts will be posted to the main assets. The last transfer will be a complete transfer which will deactivate the original asset. See the process below for how to capitalize the room renovations.



Capitalize FF&E Installation in Progress to Whole Room Concept Asset

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > TRANSFER > TRANSFER WITHIN COMPANY CODE**

Transaction code: **ABUMN**

This process will capitalize each asset in a room. You will repeat this process for each sub-asset to be capitalized. Remember that you do not capitalize the Main Asset Record. Only sub-assets will be capitalized. Example, if you have 20 sub-assets for one room, you will repeat this process 20 times. This may seem like a time consuming task. However, this will give the VQ better inventory tracking capability for each room.

To post either a partial or complete asset transfer/capitalization, follow these steps:

INITIAL SCREEN - Description/Usage	
Field	Description/Usage
Company code	If Company Code needs to be changed, click the Change Company Code button. Enter the specified company code.
Asset	Asset number of asset to be capitalized.
Asset Sub-number	Asset sub-number of asset to be capitalized (if applicable)

INITIAL SCREEN – Transaction Data Tab	
Field	Description/Usage
Document Date	The document date is the date on which the original document was issued (can be different from posting date).
Posting Date	Effective transaction date. (The date the general ledger is updated.)
Asset Value Date	This is the date that the asset will base the depreciation start date from. Depreciation begins on 1 st day of the next month following the asset value date.
Text	In this field you can store an explanatory text for the line item.
Transfer To:	
Existing Asset	Choose this option and enter the number of the existing sub asset shell that has already been created
New Asset	Do not use this option for Whole Room Concept. The main asset and sub assets must be created prior to the capitalization process.

Enter Asset Transaction: Transfer within Company Code

Company Code: MWR PENSACOLA REGION
 Asset: 17900002

Transaction data | Additional details | Partial transfer | Note

Document date:
 Posting date: 02/14/2003
 Asset val. date:
 Text:

Transfer to:
☒ Existing asset
☐ New asset

Description:
 Asset class:
 Cost center:

SCREEN 2 Additional Details Tab	
Field	Description/Usage
Period	Leave blank. The period will default in automatically.
Document type	The document type classifies accounting documents. AA = Asset Posting
Trans. Type	Leave Blank. The transaction type will default in automatically (it is used to specify the valuation method and transaction type for posting an asset transfer)
Reference	The reference document number can contain the document number of the customer or vendor.
Assignment	This is an additional information reference field in the line item.

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets

Company Code MWR PENSACOLA REGION

Asset 7900001 CARPET FOR BUILDING

Transaction data Additional details Partial transfer Note

Special spec. for document

Period

Document type

Special spec. for transaction

Transfer variant 4 Transfer within a company code

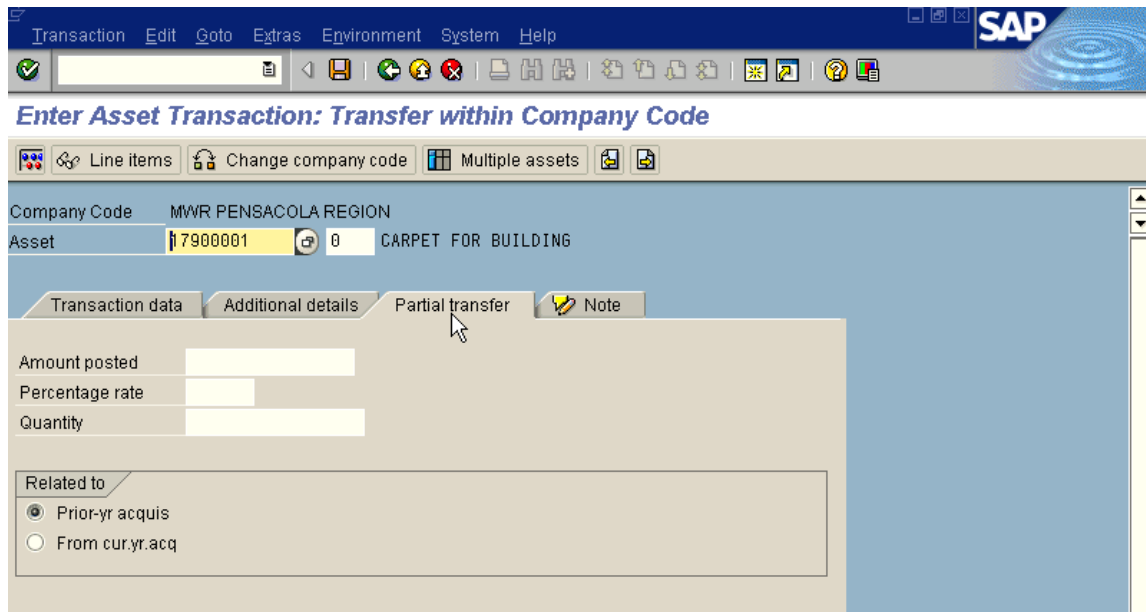
Additional info on document

Reference

Assignment

For a partial transfer (you will use this process for all but the last transfer)


SCREEN 3 Partial Retirement Tab	
Field	Description/Usage
	Use one of the following Amount Posted, Percentage Rate, or Quantity.
Amount posted	Enter the amount of the asset to be transferred in \$ value if not a complete transfer.
Perc. Rate	To post a percentage partial transfer, enter the percentage amount of the asset being transferred.
Quantity	Enter the number of items to be transferred. (Note the quantity must be correct in the asset master record for to retire by quantity. SAP will automatically calculate the value to be retired)
Related to	<ul style="list-style-type: none"> Prior year acquisition Current year acquisition <p>Sap will automatically choose the correct transaction type to be used for the asset being retired. Do not change the transaction type.</p>

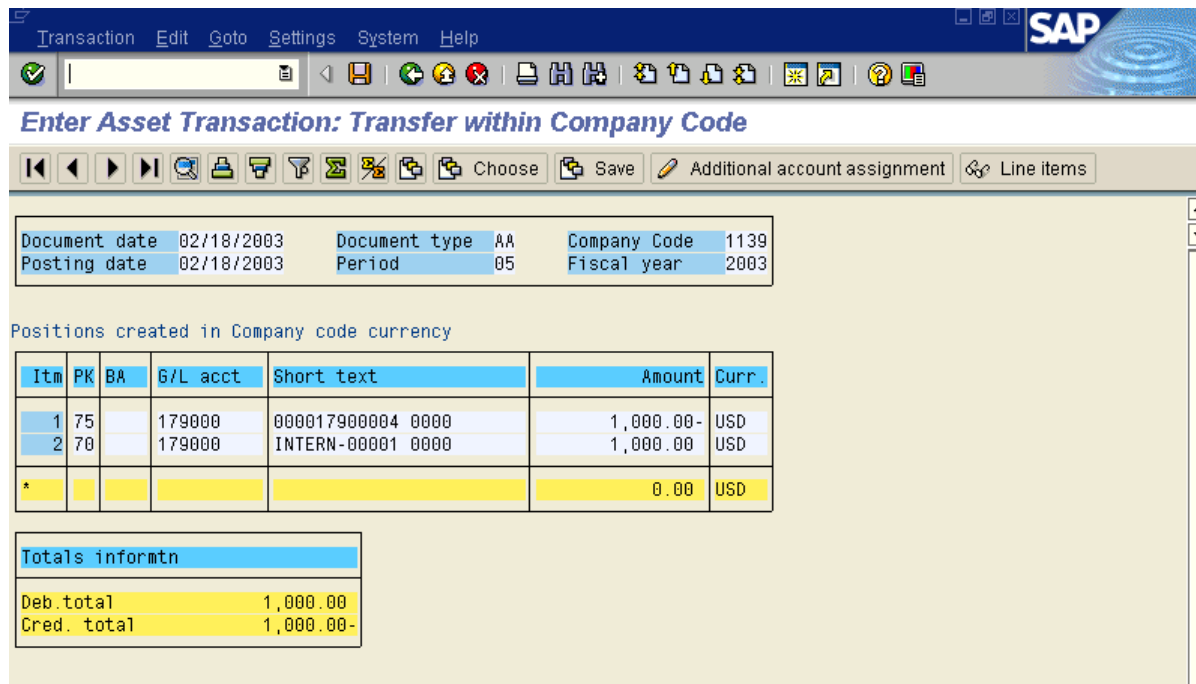


The screenshot shows the SAP 'Enter Asset Transaction: Transfer within Company Code' window. The title bar includes 'Transaction', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The SAP logo is in the top right. Below the title bar, there are icons for 'Line items', 'Change company code', and 'Multiple assets'. The main area displays 'Company Code' as 'MWR PENSACOLA REGION' and 'Asset' as '7900001' with a description 'CARPET FOR BUILDING'. There are four tabs: 'Transaction data', 'Additional details', 'Partial transfer', and 'Note'. The 'Partial transfer' tab is selected, showing fields for 'Amount posted', 'Percentage rate', and 'Quantity'. Below these is a 'Related to' section with two radio buttons: 'Prior-yr acqui' (selected) and 'From cur.yr.acq'.



NOTE: To complete the final transfer, you will skip the step on partial transfer. For the last transfer only fill in the information on the Transaction Data Tab. Then review the FI-GL Document and post the transaction as described below. This will automatically transfer the remaining balance to the sub-asset and deactivate the Installation in Progress asset.

Click on the simulate button  or go to Extras > Simulate to review the journal entry that will occur from the posting of this document.



The screenshot shows the SAP 'Enter Asset Transaction: Transfer within Company Code' window. The menu bar includes Transaction, Edit, Goto, Settings, System, and Help. The title bar says 'Enter Asset Transaction: Transfer within Company Code'. Below the title bar is a toolbar with various icons. The main area contains a table with transaction details:

Document date	02/18/2003	Document type	AA	Company Code	1139
Posting date	02/18/2003	Period	05	Fiscal year	2003

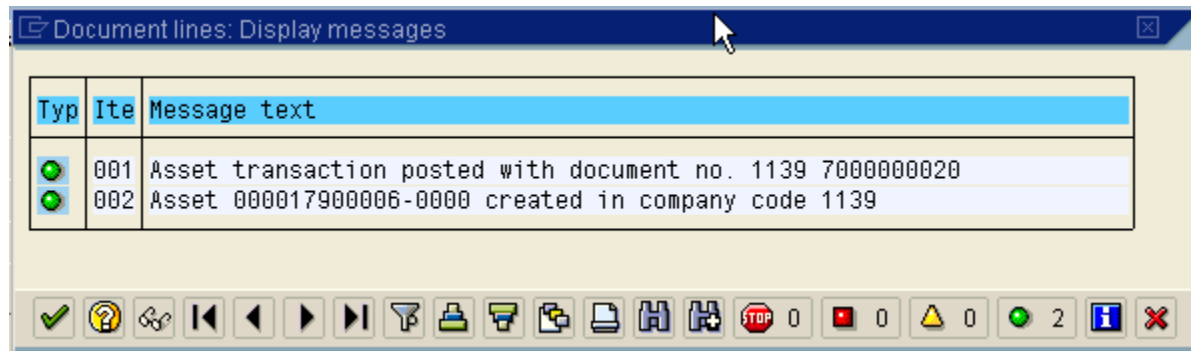
Below this table is a section titled 'Positions created in Company code currency' with a table:

Item	PK	BA	G/L acct	Short text	Amount	Curr.
1	75		179000	000017900004 0000	1,000.00-	USD
2	70		179000	INTERN-00001 0000	1,000.00	USD
*					0.00	USD

At the bottom, there is a 'Totals informatn' table:

Deb. total	1,000.00
Cred. total	1,000.00-


Press the “Post” icon to post to FI-GL and to capitalize the asset. You will get a message box with information about the posting including the document number and the new asset number if a new asset was created at the time of the transfer.



The screenshot shows the 'Document lines: Display messages' window. It has a title bar with the text 'Document lines: Display messages'. The main area contains a table with message details:

Typ	Ite	Message text
001		Asset transaction posted with document no. 1139 7000000020
002		Asset 000017900006-0000 created in company code 1139

At the bottom, there is a toolbar with various icons, including a green checkmark, a question mark, a magnifying glass, and a red stop sign.

 **NOTE:** This process will be repeated for each sub-asset to be capitalized. If you have 20 sub-assets, then this process will be repeated 20 times.



Create Asset Master for APF and “Other” Assets

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > ASSET**

Transaction code: **AS01**

The creation of an ‘*Asset Master Record*’ for asset class types of “APF” (appropriated) or “Other” is used only to keep this type of asset on the books for inventory purposes. No posting will ever occur for these types of assets to the NAF general ledger.

USA - APF Offset purchases: This type of purchase will be expensed to the normal 686000 account when acquired. This transaction does not affect the asset general ledger accounts. An asset master record may be created using the asset class APF to track this type of asset.

The asset class "Other" can be used for items where you merely need to track the items or to physically inventory them. The most typical use of this asset class is to track items purchased for less than the qualifying level for minor property (\$1,000 to \$2,500) but the users wish to track anyway. There is NO depreciation schedule involved with these “Other” assets. We cannot categorize this type of asset under any other classification.

In addition, any information about APF and OTHER assets must be manually entered into the asset shell. The system **DOES NOT** automatically default any information about APF and OTHER assets as it does NAF assets.

Create Asset Master - Data Field Requirements

Field	Description/Usage
Initial screen for asset master creation	
Asset Class	Each asset is assigned to a single asset class. The asset class dictates a number of key control functions which include: <ul style="list-style-type: none"> the field status or screen layout the valid number range for assets in the asset class default contents of asset master data fields (if any) how depreciation is managed for assets within the asset class Enter either "APF" or "Other".
Company Code	Asset master records are created at the company code level. Enter the company code.
Number of similar assets	Defaults to 1. This field indicates the number of asset master records that will be created. If more than one, then each asset master record created may need to be modified to input unique characteristics of that asset (like serial number, inventory number, quantity).
Post Capitalization	Leave blank. Not applicable for APF or Other.

General Data tab	
Description-1	Descriptive information about the asset. As a standard, capital letters should be used
Description-2	Informational purpose field. The BLAS conversion will populate this field with the BLAS short description.
Asset Main Number Text	This is a free text field. As a standard, the model number of the asset will be entered here. The BLAS conversion will populate this field with the BLAS model number.
Account Determination	Defaults from the asset class. For the "APF" and "Other" asset class, the default is set to 171000. Nothing will ever post to FI. Ignore this field.
Serial Number	This is a free text field. The BLAS conversion will populate this field with the BLAS serial number.
Inventory Number	Inventory number for asset. The BLAS conversion will populate this field with the BLAS asset number.
Quantity	Enter a quantity.
Unit of Measure	Defaults to EA for each.
Manage Historically	This indicator will tell the system to manage the asset with a history. Active history management has the following effect: <ul style="list-style-type: none"> • The asset is displayed in an asset chart. Display only field.
Capitalized on	The capitalization date is the value date of an asset. A capitalization date must be entered for APF and OTHER assets.
First Acquisition on	The date of the first acquisition.
Acquisition Year	The system enters the fiscal year of the first acquisition posting in this field.
Deactivation on	Enter the date the asset was disposed of or retired. A deactivation date must be manually entered when an asset is disposed of or retired.
Planned Retirement on	You can specify a date here for the planned retirement date of the asset.
Ordered on	The system enters the date the first purchase order was posted to an asset.



Location Data tab	
Cost Center	The SAP system uses the cost center assignment in the asset master record to determine the cost center affected when the following types of asset posting are made: <ul style="list-style-type: none"> • Fixed asset depreciation • Gain/loss from asset sales
Responsible Cost Center	This cost center is responsible for the physical asset. It will not carry the depreciation cost.
Site	This uniquely identifies a site in the MM module.
Room	In this field you can design a specific room for the asset.

License Plate No.	You may enter the license plate number for a vehicle here. Your entry is saved as time-dependent data, so that a history is created when there is a change in the license plate number.
Asset shutdown	Check this box if you want to shutdown the asset for the displayed period of time. No depreciation will be calculated for assets that have been shut down when you use the appropriate depreciation key. BRAC bases only.
Last Inventory on	Record the date of the last physical inventory for this asset.
Include Asset in Inventory List	This field determines whether the asset is included on a report that can be generated for stock taking purposes. This indicator has been turned on for all asset classes except asset class 179000 (AuC).
Inventory Note	In this field you can specify additional asset information for the analysis of physical inventory. Example, building number.
Local Evaluation	This field can be used to enter further details about the location of an asset for inventory purposes. (Use the scroll down arrow at the right side of the screen to get to this field at the bottom portion of the Location data tab).

Origin Data tab	
Vendor Number	This field will usually be blank for assets created in SAP entry screens. BLAS converted data may contain a vendor number in this field.
Vendor Name	The name of the vendor can be entered here.
Manufacturer	Enter the manufacturer of the asset in this field.
Asset Purchased New	This block will be checked upon saving indicating the asset was purchased new.
Purchased Used	Set this indicator, if this asset was second-hand when it was acquired (not new).
Country of Origin	In this field you can specify the country of origin for the asset.
Type Name	This field is for informational purposes only.
Original Asset No.	This field contains the number of the original asset, which was transferred to the asset being displayed. For example, the original BLAS asset number will appear here. Another example, the system stores the number of the asset under construction in this field. If more than one transfer has taken place, the system displays the asset number of the first transfer here.
Acquisition on date	For transferred assets (or parts of assets), this is the field in which the system stores the capitalization date of the original asset (for example, an asset under construction).
Original Acquisition Year	Fiscal year the asset was originally acquired before the transfer. This field is manually maintained.
Original Value	Acquisition value of the asset before the transfer. This field is manually maintained.

Additional information about the asset:

SAP provides an area where the user can add additional text information about the asset. This can be used to note anything about the asset such as condition, usage, etc.

1. In the asset master record, go to the General Data tab.
2. To the right of the description field you will see an icon for "Create long text" (piece of paper with pencil). 
3. Click on this icon.
4. A "Long Texts" dialog box will appear. Click on the paper icon to the right of "general long text."
5. In the white area, you can type additional text information about the asset.
6. Press the SAVE icon when you are done. Your text will be saved.
7. Press the green arrow to back up one screen (or press F3).
8. To the right of "general long text" you will see a pencil instead of a blank piece of paper. This indicates that general long text exist for this asset.
9. Click the green check mark or press ENTER to close the long text dialog box.
10. The long text icon now is call "change long text" and you will see that the icon  has lines on the piece of paper, indicating long text exist.
11. Press the SAVE icon to save changes to the asset master record.



Create Asset Sub-number

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > SUB-NUMBER > ASSET**

Transaction code: **AS11**

Follow these steps when adding sub-assets:

At the "Create Sub-Number: Initial screen":

1. Asset: enter the main asset number that sub-assets files are being created for.
2. Company code: enter company code.
3. Number of similar sub-numbers: enter the number of sub-assets files to be created.
4. Post capitalization: leave blank.
5. Select "Master Data". The "create asset data" screen will appear.

At the "Create Asset: Master data": (Note, fill in any fields which will be the same for all sub-assets, e.g. room number.)

1. Click on the "save" icon.
2. If creating more than 1 similar asset, the "Create multiple assets" dialog box will appear. Select the "maintain" button.
3. The "maintain fields that should be different in similar asset" dialog box will appear.
4. Enter the sub-asset file description on **each** numbered line.
5. Then select "enter".
6. The "create multiple assets" dialog box will reappear. Select "create" this time.
7. A blue bar will appear at the bottom of the screen. It will identify the sub-assets created, example, "assets 17100001-1 to 17100001-10 have been created".
8. If more than 1 similar asset was created, the next step is to update any fields in each of the sub-asset records.
9. Go to the "Change Asset Master" process in the next section.



NOTE: An asset may consist of several components. Depreciation for these components may commence on the same date or on different dates. Details of a main asset and its associated sub-numbers may be displayed collectively, although asset maintenance and depreciation occurs individually.

Asset Number Ranges for Asset Classes

Main Number

The asset number will be assigned by SAP internally. SAP will provide the asset number when you save the asset master record.

Each asset class is assigned to a number range. Upon saving the asset, the next sequential number in the relevant number range is assigned to the asset. The number range is as follows:

APF	10000001 – 10999999
Other	11000001 – 11999999

Asset Sub-Number

Asset sub-numbering allows the specification of a number within a main asset number. Each sub-number could represent a component of the main asset number or simply be used for grouping purposes. The sub-numbered assets can have different useful lives defined and can be retired separately. Alternatively, the entire main asset and all sub-numbered assets can be retired as a whole.

An asset with a sub-number can be created at any time after the original ‘main’ asset has been created. The sub-number is assigned by the system as the next sequential number in the range 1 – 9999 (the range is used mutually exclusively for all assets).



Block Asset for Whole Room Concept

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > LOCK > ASSET

Transaction code: AS05

Note: Once a room renovation or set of room renovations is complete for VQ, the project(s) will be capitalized. Whole Room Concept assets consist of a main asset and several sub assets.

Example:

<i>Description</i>	Asset Number	Sub Number
<i>Room 101</i>	17300001	0
<i>Desk</i>	17300001	1
<i>Bed Frame</i>	17300001	2

Once the renovation is capitalized, all value is posted to the sub assets. The main asset will not have any value posted to it. It is advised to block the main asset from any postings so that no postings occur in error to the main asset.

Enter the 'asset number' you want to block and the 'company code', hit 'Enter' and set the flag for 'blocked for acquisition'. This option may be utilized for the VQ's whole room concept for the main asset number (sub asset numbers would not be blocked). This option might also be used for BRAC bases.



NOTE: Postings for asset transfer and retirement can still be executed.



Change APF or Other Asset Master Records

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CHANGE > ASSET**

Transaction code: **AS02**

Follow these steps when changing sub-assets:

At the “Change Asset: Initial screen”:

1. Asset: enter the main asset number.
2. Sub-number: enter the sub-number of the asset to be changed.
3. Company code: enter the company code
4. Select “Master Data”. The “change asset data” screen will appear.
5. Make the necessary changes and SAVE.

The following changes can be made to Asset Master Data:

- Normal Master Record Changes.
- Time-Dependent Data (Cost Center) Changes.
 - ◇ To change the cost center on an asset, perform the following steps from the Location Data tab that contains the time-dependent information:
 1. Select the 'Further intervals' button on this screen.
 2. Select the 'New interval' button (or F6).
 3. At the "Create new interval" dialog box, enter the date that the new interval should begin.
 4. For this new interval, indicate any changes for cost center, responsible cost center, room, etc.
 5. SAVE the Asset.



Display Asset Master

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY > ASSET**

Transaction code: **AS03**

Follow these steps when displaying sub-assets:

At the “Display Asset: Initial screen”:

1. Asset: enter the main asset number.
 2. Sub-number: enter the sub-number of the asset to be displayed.
 3. Company code: enter the company code.
 4. Select “Master Data”. The “display asset: master data” screen will appear.
- Display time-dependent data history.
 - ◇ To display time-dependent history, access the time dependent asset screen on the **Location Data** tab and use the 'Further intervals' button. The history of time-dependent assignments is stored in the system over the entire life of the asset.
 - Tracing Asset Master Changes.
 - ◇ Each time an asset master record is changed, the system creates a change document that records change details. To view these changed documents:

> ENVIRONMENT>CHANGE DOCUMENTS>On ASSET OR On FIELD.

> ASSET: displays a list of changed fields. Double clicking on one of these fields, provides a list of changes to this field. Double clicking on one of these changes, displays the changed information.
 - Change History and Other Data
 - ◇ To View Change Dates & Users Responsible for the Change:

> EXTRAS > MANAGEMENT DATA
 - ◇ To View Supplementary Master Data e.g. Last retirement date:

> EXTRAS > MASTER DATA INFO
 - ◇ To View Status of Asset

>EXTRAS > STATUS DISPLAY

◇ To view associated Asset Sub-numbers

> **ENVIRONMENT > SUB-NUMBERS**



Block Asset Master

Note: This function provides no usability to us working with APF and with “Other” assets as no money is ever posted to these accounts.



Tracking Construction in Progress



NOTE: AIMS/SAP refers to construction in progress as an asset under construction (AuC). At times, these terms are used interchangeably.

Step 1: Construction in Progress Approved

This is a manual process. The accounting office will be notified that a specific project has been approved.

Step 2: Create Asset Master Record for Construction in Progress

Once the accounting office has been notified that a specific project was approved, then an asset master record shell will need to be created for this process. For creating an asset master record, refer to instructions in the chapter on 'Creating an asset master record.' For specific information to include on the asset master record see Step 3.

Step 3: Tracking the budget for Restricted Cash / Assets

SAP allows you to see how much you have spent on a project before you commit more funds for that project. If you would like the procurement process to compare the amount already spent against the approved project value prior to entering a new purchase order, follow the instructions below:

- 1) Create an asset using the asset class 179000 – Assets Under Construction for each project. At the time of creation, enter the approved project amount in the field 'original value' and the project number in the field 'original asset'.
- 2) Prior to entering a new purchase order review the current asset balance. This can be done in the asset module using the Transaction code: AW01. You can search for the asset/project by using the value in the original asset field e.g., the project number. Once you have found the asset, you can review the transactions as well as the current acquisition value.

- 3) SAP only updates the asset value with acquisitions either through posting direct invoices or goods receipts. It does not recognize or account for any outstanding purchase orders. To see if outstanding purchase orders exist, run the transaction code ME2K to determine all outstanding purchase orders. Enter your Asset under Construction asset number to limit the search to the project in question.
- 4) Add the acquisition value, the outstanding purchase order amount and the new purchase order amount and compare the total in the asset master record to see if you are going to go over approved project value.

Step 4: Acquire purchases through Materials Management (MM)

Refer to Procurement User Manual to create a purchase order or the Accounts Payable Manual to create a direct invoice. Instead of SAP creating an asset during the PO process, please enter the construction in progress asset number (see previous step). You can repeat the Procurement process during the life of the project. All Procurement postings for this project will go to this asset number (as mentioned in step 2, the asset will be posted to at the time of Goods Receipt). The asset will accumulate cost associated with the project. At the end of the project, these cost/values will be transferred to a new asset.

Step 5: Notification of Transfer for a Construction in Progress Asset



NOTE: This is a manual process. Notification of a transfer will come from the Property Management or Business Manager.

Information supplied will include:

- The base value date (capitalization date will determine the start of depreciation)
- Asset master record to be transferred

Step 6: Create Asset Master Record for New Asset

An asset master record shell will need to be created for this process. The accounting office will be notified that a specific project has been completed. For creating an asset master record, refer to the instructions in the chapter on 'Creating an Asset Master Record.' Be sure to enter all information about the new asset. Note the asset number for the new fixed asset. You will need it in the next section.



Post Transfer of AuC (Asset Under Construction) to New Asset

Menu path: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS
> POSTINGS > TRANSFER > TRANSFER WITHIN COMPANY CODE

Transaction code: ABUMN

Note: If residual posting is necessary for items to be expensed, make this entry first via a journal entry (refer to the General Ledger User Manual Chapter on General Journal Voucher for instructions on how to make this journal entry). Then transfer the remaining value to be capitalized to the new asset using the transaction code ABUMN.

To post a either a partial or complete asset transfer/capitalization, follow these steps:

INITIAL SCREEN - Description/Usage	
Field	Description/Usage
Company code	If Company Code needs to be changed, click the Change Company Code button. Enter the specified company code.
Asset	Asset number of asset to be capitalized.
Asset Sub-number	Asset sub-number of asset to be capitalized (if applicable)

INITIAL SCREEN – Transaction Data Tab	
Field	Description/Usage
Document Date	The document date is the date on which the original document was issued (can be different from posting date).
Posting Date	Effective transaction date. (The date the general ledger is updated.)
Asset Value Date	This is the date that the asset will base the depreciation start date from. Depreciation begins on 1 st day of the next month following the asset value date.
Text	In this field you can store an explanatory text for the line item.
Transfer To:	Choose one of the following
Existing Asset	Choose this option if you have already created the receiving asset shell. Enter the number of the asset shell that has already been created.
New Asset	Choose this option if the receiving asset master record has not already been created prior to the transfer/capitalization.

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets

Company Code MWR PENSACOLA REGION

Asset 7900006 0 CARPET

Transaction data Additional details Partial transfer Note

Document date

Posting date 02/18/2003

Asset val. date

Text

Transfer to

☒ Existing asset

☐ New asset

Description

Asset class

Cost center

SCREEN 2 Additional Details Tab


Field	Description/Usage
Period	Leave blank. The period will default in automatically.
Document type	The document type classifies accounting documents. AA = Asset Posting
Trans. Type	Leave Blank. The transaction type will default in automatically (it is used to specify the valuation method and transaction type for posting an asset transfer)
Reference	The reference document number can contain the document number of the customer or vendor.
Assignment	This is an additional information reference field in the line item.


The screenshot shows the SAP Asset Management interface. At the top is the SAP menu bar with options: Transaction, Edit, Goto, Extras, Environment, System, Help. Below the menu is a toolbar with various icons. The main title is "Enter Asset Transaction: Transfer within Company Code". Below this are buttons for "Line items", "Change company code", and "Multiple assets". The "Company Code" field is set to "MWR PENSACOLA REGION". The "Asset" field is set to "7900006" and "CARPET". Below the asset information are four tabs: "Transaction data", "Additional details", "Partial transfer", and "Note". The "Additional details" tab is selected. It contains three sections: "Special specif. for document" with fields for "Period" and "Document type"; "Special specif. for transaction" with a "Transfer variant" field set to "4" and the text "Transfer within a company code"; and "Additional info on document" with fields for "Reference" and "Assignment".

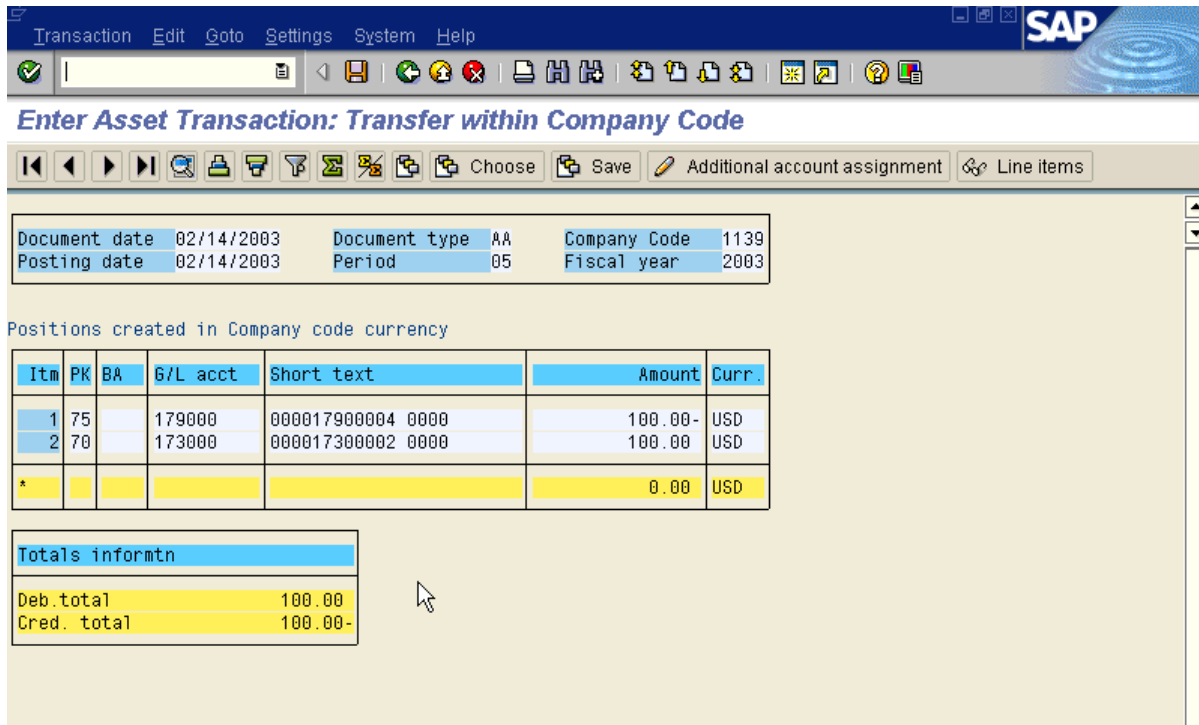
For a partial transfer (you will use this process for all but the last transfer)

SCREEN 3 Partial Transfer Tab	
Field	Description/Usage
Amount posted	Enter the amount of the asset to be transferred in \$ value if not a complete transfer.
Perc. Rate	To post a percentage partial transfer, enter the percentage amount of the asset being transferred.
Quantity	Enter the number of items to be transferred. (Note the quantity must be correct in the asset master record for to retire by quantity. SAP will automatically calculate the value to be retired)
Related to	<ul style="list-style-type: none"> • Prior year acquisition • Current year acquisition Choose the correct transaction type for the partial transfer.

The screenshot shows the SAP 'Enter Asset Transaction: Transfer within Company Code' window. The title bar includes 'Transaction', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar, there are buttons for 'Line items', 'Change company code', and 'Multiple assets'. The main area displays 'Company Code' as 'MWR PENSACOLA REGION' and 'Asset' as '79000006' with a '0' in a small box and 'CARPET' as the description. There are four tabs: 'Transaction data', 'Additional details', 'Partial transfer', and 'Note'. The 'Transaction data' tab is active, showing fields for 'Amount posted', 'Percentage rate', and 'Quantity'. Below these is a 'Related to' section with two radio buttons: 'Prior-yr acquis' (selected) and 'From cur.yr.acq'.

 **NOTE:** To complete the final transfer, you will skip the step on partial transfer. For the last transfer only fill in the information on the Transaction Data Tab. Then review the FI-GL Document and post the transaction as described below. This will automatically transfer the remaining balance to the sub-asset and deactivate the Installation in Progress asset.

Click on the simulate button  or go to Extras > Simulate to review the journal entry that will occur from the posting of this document.



Transaction: Enter Asset Transaction: Transfer within Company Code

Document date 02/14/2003 Document type AA Company Code 1139
 Posting date 02/14/2003 Period 05 Fiscal year 2003

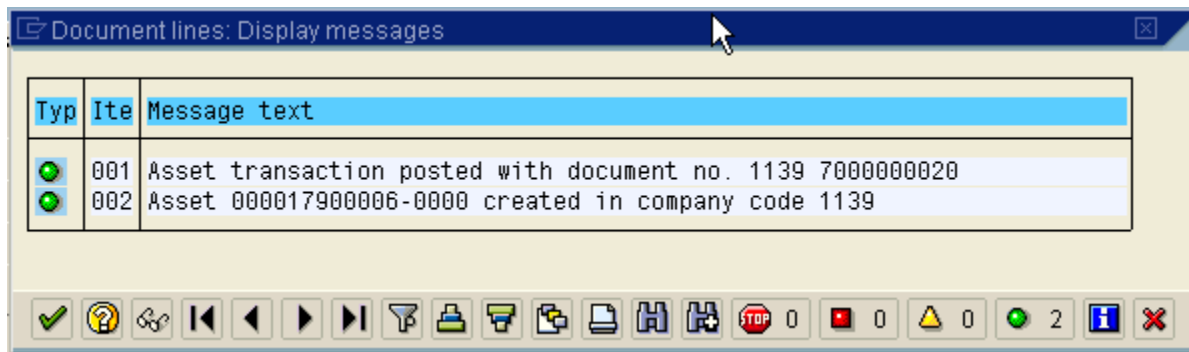
Positions created in Company code currency

Itm	PK	BA	G/L acct	Short text	Amount	Curr.
1	75		179000	000017900004 0000	100.00-	USD
2	70		173000	000017300002 0000	100.00	USD
*					0.00	USD

Totals informatn

Deb. total	100.00
Cred. total	100.00-

Press the “Post” icon to post to FI-GL and to capitalize the asset. You will get a message box with information about the posting including the document number and the new asset number if a new asset was created at the time of the transfer.



Document lines: Display messages

Typ	Itm	Message text
001		Asset transaction posted with document no. 1139 70000000020
002		Asset 000017900006-0000 created in company code 1139



NOTE: This process will be repeated for each sub-asset to be capitalized. If you have 20 sub-assets, then this process will be repeated 20 times.



Intra Company Transfers

Brief Description

This process describes the steps required to transfer an asset from one asset class to another.. (To transfer from one cost center to another cost center, refer to MWR Asset Master Record documentation on time-dependent data under Change Asset Master Record.)

This intra-company transfer process will take place if an asset was entered in the wrong asset class. If postings have already occurred, you will need to use this option to transfer the asset value to the correct asset class. The old asset master record will still exist, however the asset values will be zero. The old asset master record must remain in SAP for a minimum of one year. At that time, the old asset master record can be marked for deletion and then archived.

The journal entries will be as follows for the intra-company transfer:

DR - New Asset acquisition value
 CR - Accumulated Depreciation New asset

DR - Accumulated Depreciation Old asset
 CR - Old Asset acquisition value



Transfer Asset to different Asset Class (Complete transfer)



NOTE: The receiving asset's quantity field will be updated at the time of transfer.

Procedure:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > TRANSFER > TRANSFER WITHIN COMPANY CODE**

Transaction code: **ABUMN**

This transaction should be used to transfer asset values from one asset to another (receiving) asset.

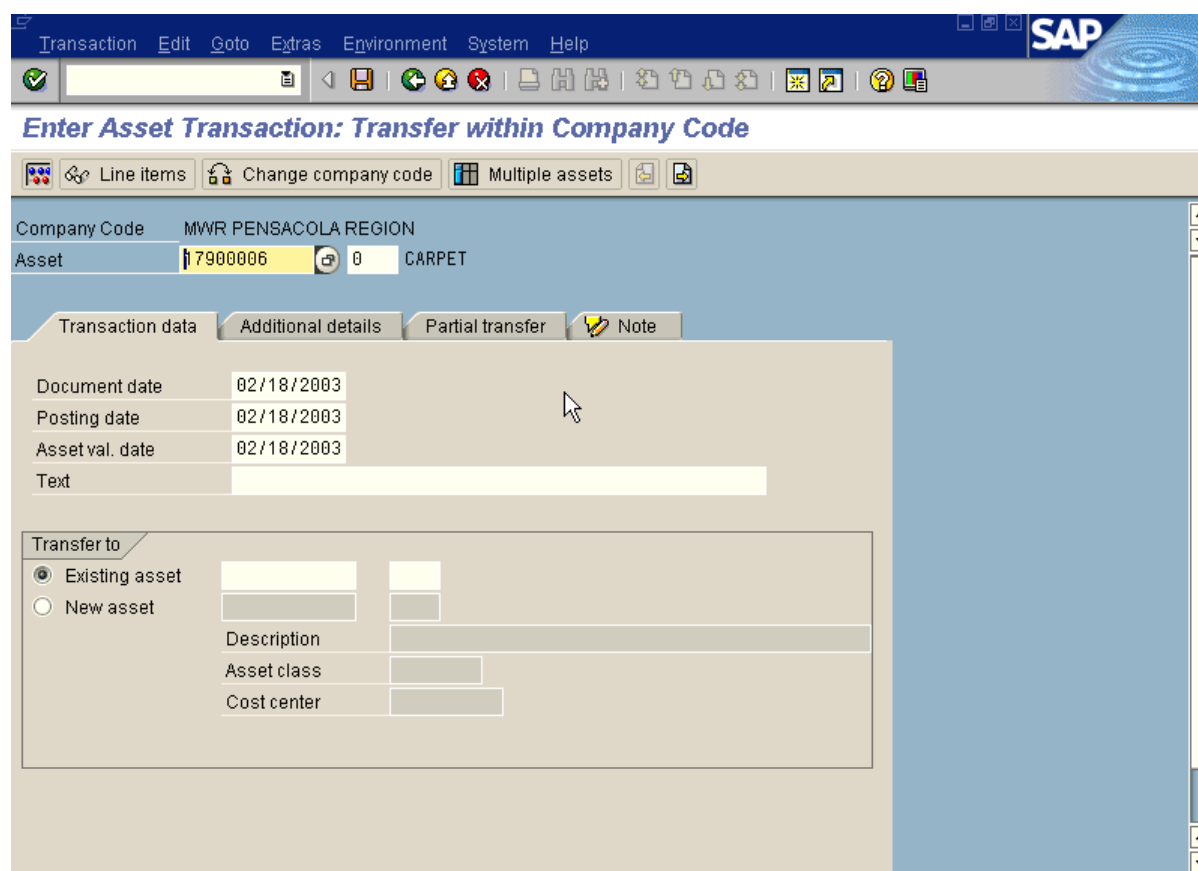
There are certain restrictions to the use of this transaction:

- ◆ When transferring between asset classes it is OK to transfer between asset classes 171000 – 178000.
- ◆ **Do not try to transfer from Minor Property asset classes to any other classes! This could give invalid results due to general ledger assignments of depreciation versus amortization. This will produce invalid accounting entries.**
- ◆ Transferring from Minor Property to Minor Property is permitted.

INITIAL SCREEN - Description/Usage	
Field	Description/Usage
Company code	If Company Code needs to be changed, click the Change Company Code button. Enter the specified company code.
Asset	Asset number of asset to be transferred.
Asset Sub-number	Asset sub-number of asset to be transferred (if applicable)

INITIAL SCREEN – Transaction Data Tab	
Field	Description/Usage
Document Date	The document date is the date on which the original document was issued (can be different from posting date).
Posting Date	Effective transaction date. (The date the general ledger is updated.)

Asset Value Date	The date for asset accounting. This date can be different from the document date and posting date.
Text	This is the date that the asset will base the depreciation start date from. Depreciation begins on 1 st day of the next month following the asset value date.
Transfer To:	In this field you can store an explanatory text for the line item.
Choose one:	
Existing Asset	Choose this option if a new receiving asset master record has already been created. Enter the number of the existing asset shell that has already been created
New Asset	Choose this option if the new receiving asset master record has not yet been created. (Refer to the section on How to Create an Asset Master Record, for instructions on how to create an asset master record)



The screenshot shows the SAP Asset Management transaction screen. The title bar includes the SAP logo and menu options: Transaction, Edit, Goto, Extras, Environment, System, Help. Below the title bar is a toolbar with various icons. The main header area displays the transaction type "Enter Asset Transaction: Transfer within Company Code". Below this, there are tabs for "Line items", "Change company code", and "Multiple assets". The "Line items" tab is active, showing the following data:

Company Code: MWR PENSACOLA REGION
 Asset: 7900006 0 CARPET

Below the asset information, there are four tabs: "Transaction data", "Additional details", "Partial transfer", and "Note". The "Transaction data" tab is active, showing the following fields:

Document date: 02/18/2003
 Posting date: 02/18/2003
 Asset val. date: 02/18/2003
 Text: (empty field)

Below the transaction data, there is a "Transfer to" section with two radio buttons: "Existing asset" (selected) and "New asset". Below these radio buttons are several input fields for "Description", "Asset class", and "Cost center".

SCREEN 2 Additional Details Tab	
Field	Description/Usage
Period	Leave blank. The period will default in automatically.
Document type	The document type classifies accounting documents. AA = Asset Posting
Trans. Type	Leave Blank. The transaction type will default in automatically (it is used to specify the valuation method and transaction type for posting an asset transfer)
Reference	The reference document number can contain the document number of the customer or vendor.
Assignment	This is an additional information reference field in the line item.

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets

Company Code MWR PENSACOLA REGION

Asset 7900006 0 CARPET

Transaction data Additional details Partial transfer Note

Special specif. for document

Period

Document type

Special specif. for transaction

Transfer variant 4 Transfer within a company code

Additional info on document

Reference

Assignment



NOTE: You may complete multiple complete transfers at one time by clicking on the Multiple asset pushbutton. You may complete multiple partial transfers at the same time if the value or percentage being transferred is the same amount.

After screen entry is completed you have 2 options:

1. Press “display document” to view the document entries prior to posting and then press “post”.
2. Press the “post” button.



Partial Transfer Asset to Different Asset Class



NOTE: The receiving asset’s quantity field will be updated at the time of transfer.

Procedure:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > TRANSFER > TRANSFER WITHIN COMPANY CODE**

Transaction code: **ABUMN**

This transaction should be used to transfer asset values from one asset to another (receiving) asset.

There are certain restrictions to the use of this transaction:

- ◆ When transferring between asset classes it is OK to transfer between asset classes 171000 – 178000.
- ◆ **Do not try to transfer from Minor Property asset classes to any other classes! This could give invalid results due to general ledger assignments of depreciation versus amortization. This will produce invalid accounting entries.**
- ◆ Transferring from Minor Property to Minor Property is permitted.

INITIAL SCREEN - Description/Usage	
Field	Description/Usage
Company code	If Company Code needs to be changed, click the Change Company Code button. Enter the specified company code.
Asset	Asset number of asset to be capitalized.
Asset Sub-number	Asset sub-number of asset to be capitalized (if applicable)

INITIAL SCREEN – Transaction Data Tab	
Field	Description/Usage
Document Date	The document date is the date on which the original document was issued (can be different from posting date).
Posting Date	Effective transaction date. (The date the general ledger is updated.)
Asset Value Date	This is the date that the asset will base the depreciation start date from. Depreciation begins on 1 st day of the next month following the asset value date.
Text	In this field you can store an explanatory text for the line item.
Transfer To:	
Existing Asset	Choose this option if a new receiving asset master record has already been created. Enter the number of the existing asset shell that has already been created
New Asset	Choose this option if the new receiving asset master record has not yet been created. (Refer to the section on How to Create an Asset Master Record, for instructions on how to create an asset master record)

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets Note

Company Code MWR PENSACOLA REGION

Asset 7900006 0 CARPET

Transaction data Additional details Partial transfer Note

Document date 02/18/2003

Posting date 02/18/2003

Asset val. date 02/18/2003

Text

Transfer to

☒ Existing asset

☐ New asset

Description

Asset class

Cost center

SCREEN 2 Additional Details Tab	
Field	Description/Usage
Period	Leave blank. The period will default in automatically.
Document type	The document type classifies accounting documents. AA = Asset Posting
Trans. Type	Leave Blank. The transaction type will default in automatically (it is used to specify the valuation method and transaction type for posting an asset transfer)
Reference	The reference document number can contain the document number of the customer or vendor.
Assignment	This is an additional information reference field in the line item.

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Transfer within Company Code

Line Items Change company code Multiple assets

Company Code MWR PENSACOLA REGION

Asset 79000006 0 CARPET

Transaction data Additional details Partial transfer Note

Special spec. for document

Period

Document type


Special spec. for transaction

Transfer variant 4 Transfer within a company code

Additional info on document

Reference

Assignment

 **NOTE:** You may complete multiple complete transfers at one time by clicking on the Multiple asset pushbutton. You may complete multiple partial transfers at the same time if the value or percentage being transferred is the same amount.

SCREEN 3 Partial Retirement Tab	
Field	Description/Usage
Amount posted	Enter the amount of the asset to be transferred in \$ value if not a complete transfer.
Perc. Rate	To post a percentage partial transfer, enter the percentage amount of the asset being transferred.
Quantity	Enter the number of items to be transferred. (Note the quantity must be correct in the asset master record for to retire by quantity. SAP will automatically calculate the value to be retired)
Related to	<ul style="list-style-type: none"> • Prior year acquisition • Current year acquisition

The screenshot shows the SAP Asset Management interface for the transaction 'Enter Asset Transaction: Transfer within Company Code'. The top menu bar includes Transaction, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main header area displays the title 'Enter Asset Transaction: Transfer within Company Code' and a sub-header with icons for Line items, Change company code, Multiple assets, and a Note icon.

The main data area shows the following information:

- Company Code: MWR PENSACOLA REGION
- Asset: 79000006 (highlighted in yellow) 0 CARPET

Below the data area are four tabs: Transaction data, Additional details, Partial transfer, and Note. The 'Transaction data' tab is currently selected. It contains the following fields:

- Amount posted: [Empty text box]
- Percentage rate: [Empty text box]
- Quantity: [Empty text box]

Below these fields is a 'Related to' section with two radio buttons:

- ☒ Prior-yr acquis
- ☐ From cur.yr.acq



Display The Transferred Asset

The asset master record for both the transferred and new asset will have changed. The transferred asset will have a net book value of zero. The new asset will have the amount of the asset. The new asset will also show the previous asset number in the “original asset” field. This provides an audit trail as to where the asset originated.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY ASSET**

Transaction code: **AS03**



Display Asset Values

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > ASSET VALUE DISPLAY**

Transaction code: **AW01**

Run this transaction for both assets separately. Once you have entered the asset number, click on the “transaction” icon. The system will display the transactions that have been posted to this asset.



Asset Disposal for NAF Assets

One of several situations can occur when disposing of an asset. They include:

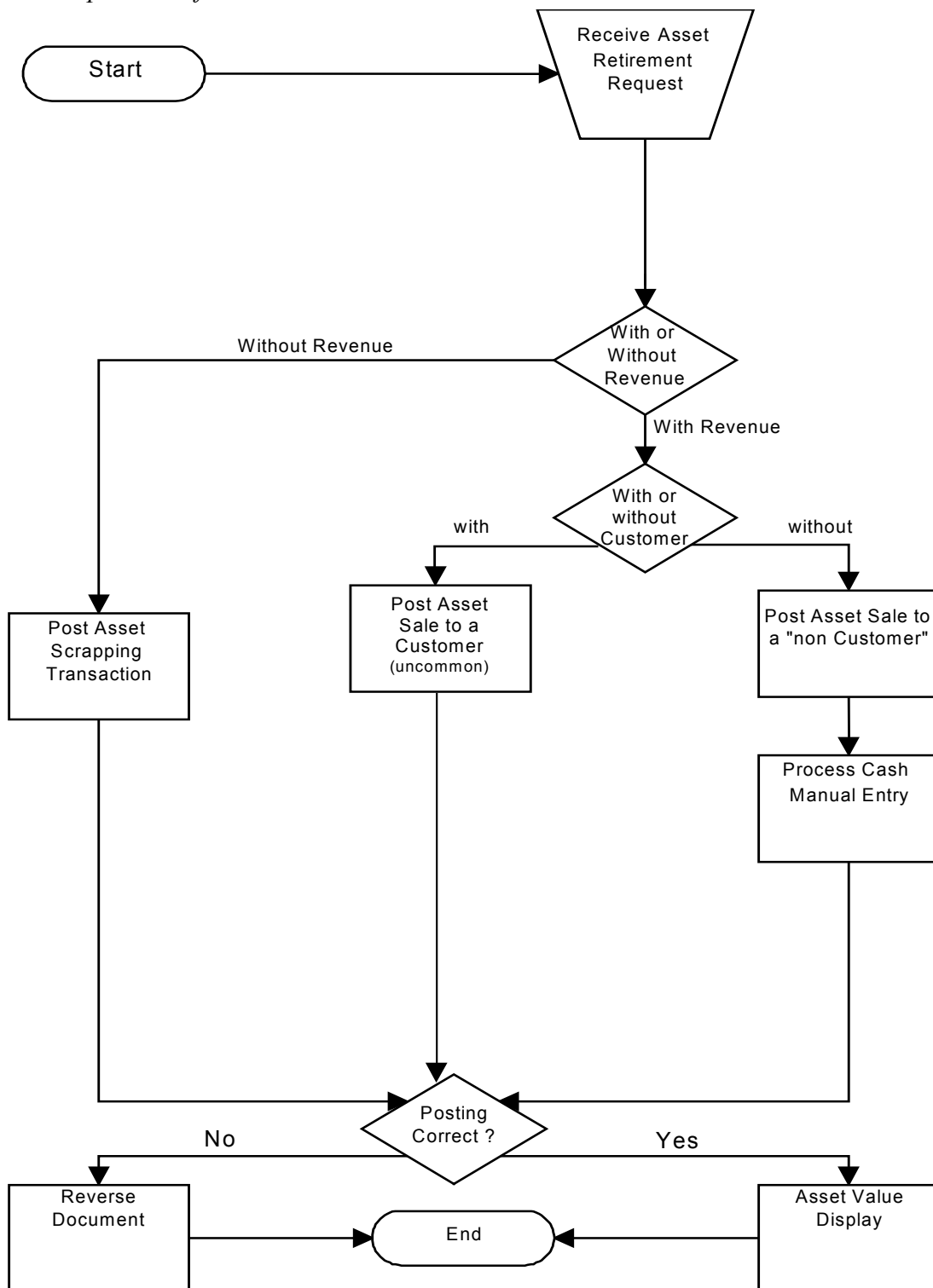
- Retirement of Assets with Revenue to a “Non Customer”
- Retirement of Assets with Revenue to an existing AR “Customer” (please contact the User Services section for this process)
- Retirement of Assets with No Revenue (most common type of retirement)
- Collection of Revenue
- Reversal of Transactions
- Asset Value Display

Retirement Request

If an asset needs to be disposed of, a request will be sent to the Accounting Department to be processed. A Certificate of Disposition must be completed and signed by the base Commanding Officer before an asset can be retired, disposed of or sold.

The request will come from either the business manager or the activity manager, depending on the type of asset.

Asset Value: If the asset still has a net book value (NBV), the retirement process will dispose of the asset through the current posting period. A NBV of one-month depreciation will remain until depreciation is processed for the current month. At that time, the asset will have a zero NBV.

Process Overview:*Disposition of Asset Overview Chart*

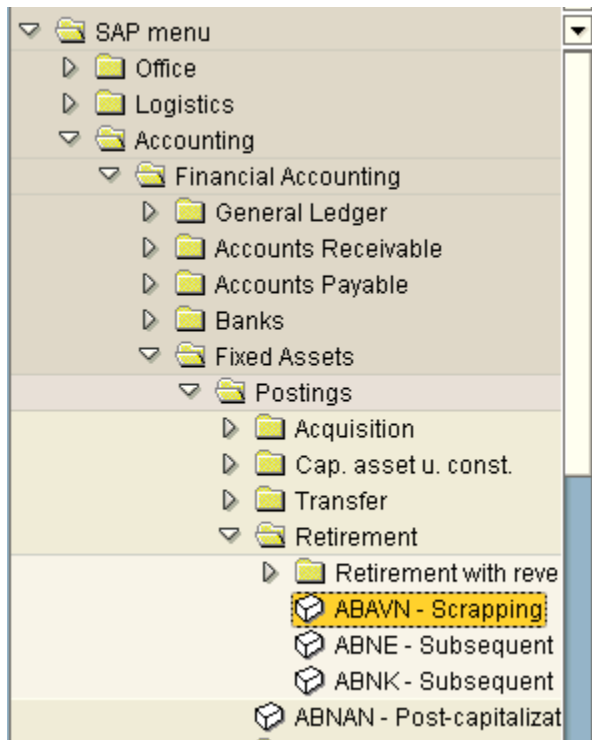


Post Asset Disposal/Scrapping (without revenue)

This process can be used when an asset reaches the end of its useful life or when a physical inventory discovers missing or damaged items that should to be written off the books.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > RETIREMENT > SCRAPPING**

Transaction code: **ABAVN**



To post an asset disposal/scrapping without revenue, follow these steps:

INITIAL SCREEN - Description/Usage	
Field	Description/Usage
Company code	If Company Code needs to be changed, click the Change Company Code button. Enter the specified company code.
Asset	Asset number of asset to be retired.
Asset Sub-number	Asset sub-number of asset to be retired (if applicable)

INITIAL SCREEN – Transaction Data Tab	
Field	Description/Usage
Document Date	The document date is the date on which the original document was issued (can be different from posting date).
Posting Date	Effective transaction date. (The date the general ledger is updated.)
Asset Value Date	Enter the date that the asset is to be retired in asset accounting (can be different from document date and posting date, however, it must be in the same fiscal year). This date has a direct effect on the amount of the gain/loss, as the system assumes that the asset is depreciated up until this value date, even if the actual depreciation up until that value date has not yet been run for the asset. E.g. if the asset is disposed on the 15th of the month, the depreciation for that month would not yet have been run. Therefore, if the asset were disposed on the 15th, the ' <i>Asset Value Display</i> ' transaction (AW01) would show the asset as still having a balance (being the depreciation for the current month). When the next depreciation run is executed, the current month depreciation will be calculated and the asset will then have a zero dollar value.
Text	In this field you can store an explanatory text for the line item.

Asset Retirement by Scrapping: Initial Screen

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code MWR NS GREAT LAKES

Asset

Transaction data Additional details Partial retirement Note

Document date

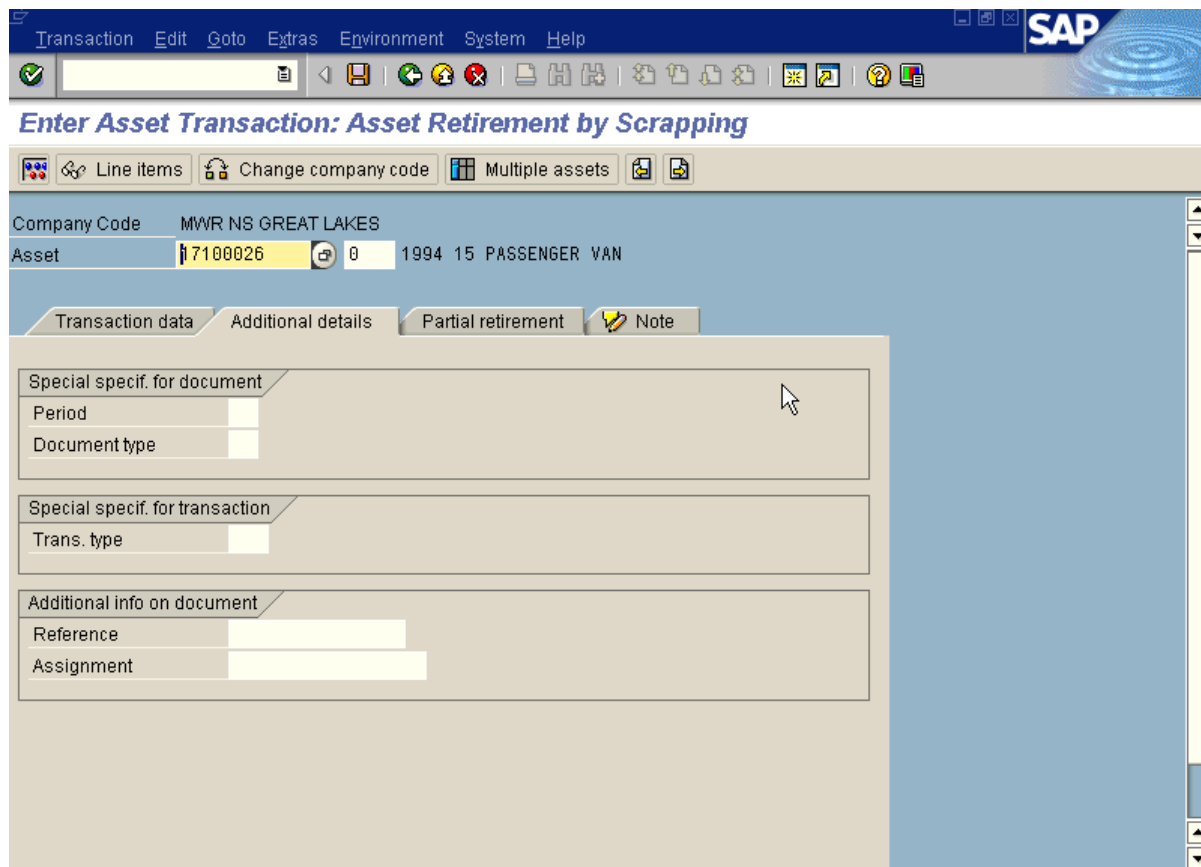
Posting date 02/03/2003

Asset val. date

Text

SCREEN 2 Additional Details Tab

Field	Description/Usage
Period	Leave blank. The period will default in automatically.
Document type	The document type classifies accounting documents. AA = Asset Posting
Trans. Type	Leave Blank. The transaction type will default in automatically
Reference	The reference document number can contain the document number of the customer or vendor.
Assignment	This is an additional information reference field in the line item.



The screenshot shows the SAP 'Enter Asset Transaction: Asset Retirement by Scrapping' screen. The top menu bar includes Transaction, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main header area displays the title 'Enter Asset Transaction: Asset Retirement by Scrapping'. Below this, there are buttons for 'Line items', 'Change company code', and 'Multiple assets'. The 'Company Code' is set to 'MWR NS GREAT LAKES'. The 'Asset' field contains '7100026', and the '1994 15 PASSENGER VAN' is listed. The 'Transaction data' tab is selected, showing fields for 'Special specif. for document', 'Period', 'Document type', 'Special specif. for transaction', 'Trans. type', 'Additional info on document', 'Reference', and 'Assignment'.

For a partial Retirement

SCREEN 3 Partial Retirement Tab	
Field	Description/Usage
Amount posted	Enter the 'APC' (<i>Acquisition & Production costs</i>) of the asset to be retired in \$ value if not a complete retirement.
Perc. rate	To post a percentage partial retirement, enter the amount of the APC being retired as a percentage.
Quantity	Enter the number of items to be retired. (Note the quantity must be correct in the asset master record for to retire by quantity. SAP will automatically calculate the value to be retired)
Related to	<ul style="list-style-type: none"> • Prior year acquisition • Current year acquisition <p>Sap will automatically choose the correct transaction type to be used for the asset being retired. Do not change the transaction type.</p>

The screenshot shows the SAP 'Enter Asset Transaction: Asset Retirement by Scrapping' window. The title bar includes 'Transaction', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar, there are icons for various functions. The main header area contains the following information:

- Company Code: MWR NS GREAT LAKES
- Asset: 7100026 (highlighted in yellow) with a small icon and the number 0
- 1994 15 PASSENGER VAN

Below the header, there are four tabs: 'Transaction data', 'Additional details', 'Partial retirement', and 'Note'. The 'Transaction data' tab is selected. It contains the following fields:

- Amount posted: [empty field]
- Percentage rate: [empty field]
- Quantity: [empty field]

Below these fields, there is a 'Related to' section with two radio buttons:

- ☒ Prior-yr acquis
- ☐ From cur.yr.acq

Save the document and **note the document number**. Upon saving, the system will automatically create additional line items if necessary. The journal entries will be as follows:

CR - Asset Acquisition Value

DR - Accumulated Depreciation for that asset

DR Loss – Fixed Assets (if the asset has not fully depreciated)

To display the document to see all the line items, use the menu path (you must know the document number for this menu path):

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY**

Transaction code: **FB03**

**Asset Sale to a Non-Customer**

This process commonly takes place when an asset is sold and the customer is not known. This could be an auction or yard sale situation. This will also include cash sales.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > RETIREMENT > RETIREMENT WITH REVENUE > ASSET SALE WITHOUT CUSTOMER**

Transaction code: **ABAON**

- This would be used for the disposal of assets where there is no customer.
- The system automatically posts a clearing entry against the *'Proceeds from Asset Sale' Account (179500)* rather than to a customer. The incoming cash can then be posted by way of a journal entry in the general ledger, with the credit posted in a GL account to reverse the clearing entry.
- See the next section on how to clear the "Proceeds from Asset Sale" account.

Field	Description/Usage
Change Company code	If you need to change the company code, choose Change Company Code and then enter specified company code.
Asset	Asset number of asset to be retired.
Sub-number	Asset sub-number of asset to be retired (if applicable)

Field	Transaction Data Tab
Document Date	Date of document, which can be different to posting date
Posting Date	Effective transaction date. (i.e. the date the ledger is updated)

Asset val. Date	Enter the date that the asset is to be retired in asset accounting (can be different from document date and posting date, however, it must be in the same fiscal year). This date has a direct effect on the amount of the gain/loss, as the system assumes that the asset is depreciated up until this value date, even if the actual depreciation up until that value date has not yet been run for the asset. (e.g., if the asset is disposed on the 15 th of the month, the depreciation for that month would not yet have been run). Therefore, if the asset is disposed on the 15 th , the ' <i>Asset Value Display</i> ' transaction (<i>AW01</i>) would show the asset as still having a balance (being the depreciation for the current month). When the next depreciation run is executed, the current month depreciation will be calculated and the asset will then have a zero dollar value.
Text	Line item text. Enter the Registration number if the asset is a car or the Asset number for other assets. This aids the processing of open items.
Text	Line item text. Enter the Registration number if the asset is a car or the Asset number for other assets. This aids the processing of open items.
Specs. for revenue	<ul style="list-style-type: none"> • Manual Value – enter the sale amount of the asset • NBV – choose this to use the Net Book Value as the revenue for the asset retirement. The revenue will be the exact amount of NBV therefore there will be no gain/loss on the asset.

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Sale Without Customer

Line items Change company code Multiple assets

Company Code MWR NS GREAT LAKES

Asset 7100026 0 1994 15 PASSENGER VAN

Transaction data Additional details Partial retirement Note

Document date

Posting date 02/03/2003

Asset val. date

Text

Specifications for revenue

☒ Manual value

☐ NBV from area

SCREEN 2 Additional Details Tab	
Field	Description/Usage
Period	Leave blank. The period will default in automatically.
Document type	The document type classifies accounting documents. AA = Asset Posting
Trans. Type	Leave Blank. The transaction type will default in automatically
Reference	The reference document number can contain the document number of the customer or vendor.
Assignment	This is an additional information reference field in the line item.

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Sale Without Customer

Line items Change company code Multiple assets

Company Code MWR NS GREAT LAKES

Asset 7100026 0 1994 15 PASSENGER VAN

Transaction data Additional details Partial retirement Note

Special specif. for document

Period

Document type

Special specif. for transaction

Trans. type

Additional info on document

Reference

Assignment

For a partial Retirement

SCREEN 3 Partial Retirement Tab	
Field	Description/Usage
Amount posted	Enter the 'APC' (<i>Acquisition & Production costs</i>) of the asset to be retired in \$ value if not a complete retirement.
Perc. rate	To post a percentage partial retirement, enter the amount of the APC being retired as a percentage.
Quantity	Enter the number of items to be retired. (Note the quantity must be correct in the asset master record for to retire by quantity. SAP will automatically calculate the value to be retired
Related to	<ul style="list-style-type: none"> Prior year acquisition Current year acquisition SAP will automatically choose the correct transaction type to be used for the asset being retired. Do not change the transaction type.

The screenshot shows the SAP Asset Management transaction 'Enter Asset Transaction: Asset Sale Without Customer'. The interface includes a menu bar (Transaction, Edit, Goto, Extras, Environment, System, Help) and a toolbar with various icons. Below the title bar, there are buttons for 'Line items', 'Change company code', and 'Multiple assets'. The main data area displays 'Company Code' as 'MWR NS GREAT LAKES' and 'Asset' as '7100026' with a quantity of '0' and description '1994 15 PASSENGER VAN'. There are four tabs: 'Transaction data', 'Additional details', 'Partial retirement', and 'Note'. The 'Transaction data' tab is active, showing input fields for 'Amount posted', 'Percentage rate', and 'Quantity'. Below these is a 'Related to' section with two radio buttons: 'Prior-yr acquis' (selected) and 'From cur.yr.acq'.

Save the document and note the document number. Upon saving, the system will automatically create additional line items if necessary. The journal entry that will occur is:

DR - Proceeds on Sale Account (179500)

DR - Accumulated Depreciation for that Asset

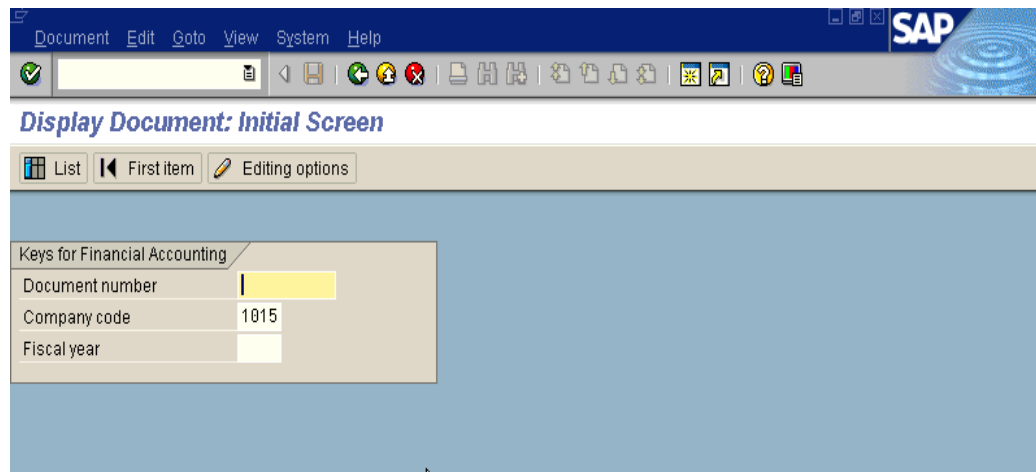
CR - Asset Acquisition Value

DR or CR Loss – Fixed Asset/ Gain Fixed Asset

To display the document to see the all the line items, use the menu path:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY**

Transaction code: **FB03**





Asset Trade-In Procedures

This process will take place when a current asset is being traded-in to purchase a new asset. This process has several steps which are as follows:

1. The old asset is retired without revenue.
2. An asset shell is created for the new asset.
3. The new asset is purchased via purchase order/good's receipt or direct invoice.
4. If the old asset had a net book value a journal entry must be completed to adjust the value of the new asset.

(Note, Only complete step 4 if the old asset that was retired had a net book value greater than zero)



Retirement of Asset to be Used as a Trade-in on a New Asset

Retire the current asset without revenue. The asset is retired without revenue because we never receive actual money for this asset.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > RETIREMENT > SCRAPPING**

Transaction code: **ABAVN**

The general journal voucher for retirement of an asset(s) without revenue will be:

DR Accumulated Depreciation
CR Asset Acquisition
DR Loss Account (if applicable)



Acquisition of New Asset from Trade-in

Procure the new asset using the purchase order process. At the time of goods receipt or direct invoice, the asset will be valued.

Per the Department of Defense (DoD) and RAMCAS, the new asset's acquisition value will be as follows:

For a loss:

When a loss or credit less than the net book value is given for the old asset, the old asset is retired without revenue as described above. Once the new asset master record has been created and the purchasing process completed, the monetary value of the new asset will be the purchase price of the new asset plus the amount received for the old asset. A manual journal entry will need to be made to adjust the value of the new asset. If the net book value of the old asset is zero, no adjustment is necessary.

This is the general journal voucher entry for the manual adjustment:

DR Asset (new)

CR Loss account

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > G/L ACCOUNT POSTING**

Here are the G/L fields to complete for this journal entry (refer to G/L business process for more details):

Date:	date
Company code:	company code
Document type:	AA
Posting key:	70
Account:	asset number (new)
Trans. type:	100
Amount:	Amount of credit given for the old asset
 Posting key:	 50
Account:	913000
Amount:	amount of credit given for the old asset
Cost Center:	cost center

Post transaction and note the document number.

Example:

An old golf cart has a net book value of \$500. It is traded in for a new golf cart. The price of the new golf cart is \$5000. The vendor gives you a credit of \$300 for the old asset, so the actual purchase price of the new asset is \$4700.

1. The old asset is retired and SAP automatically posts a loss of \$500.
2. An asset master record is created for the new golf cart.
3. The new golf cart is purchased via purchase order/good's receipt or direct invoice for \$4700.
4. The new golf cart will have a value of \$4700 in the asset master record. In addition, a journal must be completed to add the \$300 credit to the new golf cart. The journal is as follows:

DR:	New asset number	\$300	
CR:	913000	(Loss on sale of FA)	\$300

For a gain:

When a gain or credit more than the net book value is given for the old asset, the old asset is retired without revenue as described above. Once the new asset master record has been created and the purchasing process completed, the monetary value of the new asset will be the purchase price of the new asset plus the net book value of the old asset (not the amount of credit given) for the old asset. A manual journal entry will need to be made to adjust the value of the new asset. If the net book value of the old asset is zero, no adjustment is necessary.

This is the general journal voucher entry for the manual adjustment:

DR Asset (new)
CR Loss account

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER
> DOCUMENT ENTRY > G/L ACCOUNT POSTING**

Here are the G/L fields to complete for this journal entry (refer to G/L business process for more details):

Date:	date
Company code:	company code
Document type:	AA
Posting key:	70
Account:	asset number (new)
Trans. type:	100
Amount:	Amount of Net Book Value of the old asset
Posting key:	50
Account:	913000
Amount:	amount of Net Book Value of the old asset
Cost Center:	cost center

Post transaction and note the document number.

Example:

An old refrigerator has a net book value of \$500. It is traded in for a new refrigerator. The price of the new refrigerator is \$5000. The vendor gives you a credit of \$600 for the old asset, so the actual purchase price of the new asset is \$4400.

1. The old asset is retired and SAP automatically posts a loss of \$500.
2. An asset master record is created for the new refrigerator.
3. The new refrigerator is purchased via purchase order/good's receipt or direct invoice for \$4400.
4. The refrigerator will have a value of \$4400 in the asset master record. In addition, a journal must be completed to add the net book value of \$500 to the new refrigerator. The journal is as follows:

DR:	New asset number	\$500	
CR:	913000	(Loss on sale of FA)	\$500



Post – Capitalization of Assets

Post capitalization in SAP is used when an asset or assets from a prior year is not in SAP or was once in SAP, retired and later found. Post Capitalization allows for the asset to be created in a prior fiscal year and the value to be added and depreciation correctly calculated.

- 1) When an asset is retired after a physical inventory and then later found. An asset shell is created with the details of the retired asset, and the asset is capitalized using the account 814000 in the post capitalization transaction. The following is the journal SAP will post automatically in the GL.

DR	Asset
CR	814000

- 2) An asset is originally expensed by mistake and the mistake realized in a different fiscal year. When this happens, a new asset master record shell must be created and the value of the asset is adjusted using the Post Capitalization transaction. The asset will be capitalized using the expense account 914000. The following is the automatic GL posting that will occur in SAP.

DR	Asset
CR	914000

- 3) An asset from a previous fiscal year is discovered that has no history and can be determined to have a value of zero. An asset master record must be created using the post capitalization feature in order to enter a capitalization date of a prior fiscal year. No GL posting occurs since the asset has a zero value.

The detailed transaction for the first two scenarios

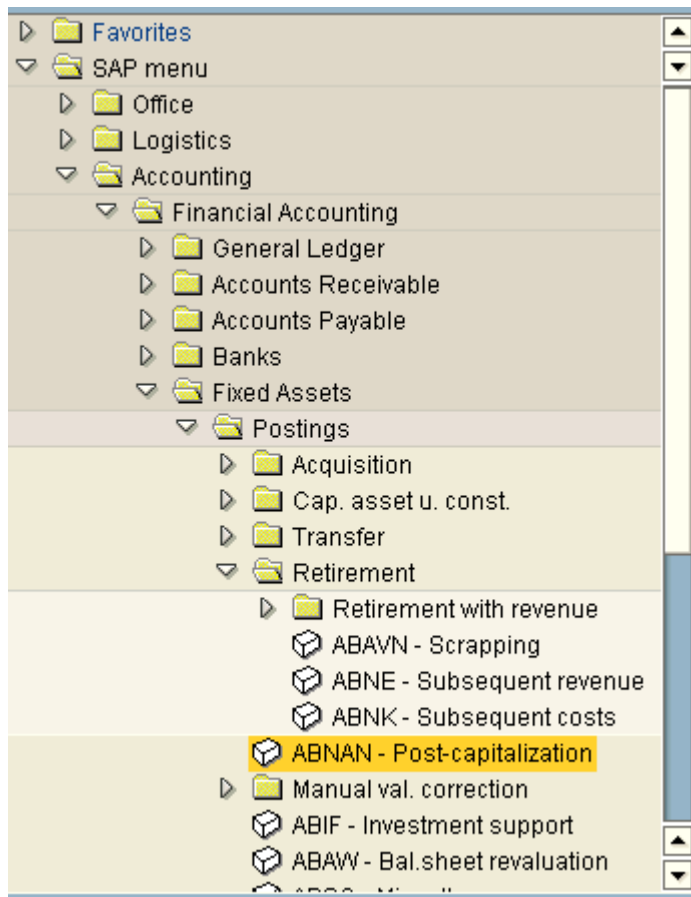
- An asset is retired after inventory and later discovered
- An asset is expensed by mistake



Post Capitalization of an Asset that has/had Value (first two scenarios described above)

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS
> POSTINGS > RETIREMENT > POST-CAPITALIZATION**

Transaction code: **ABNAN**



Note: You must enter the company code first and then enter the document date, posting date, and value date before selecting new asset.

INITIAL SCREEN - Description/Usage	
Field	Description/Usage
Company code	If Company Code needs to be changed, click the Change Company Code button. Enter the specified company code.
Choose one:	Choose either existing or new asset after all dates have been entered.
Existing Asset	Leave Blank (unless asset shell has already been created for post capitalization).
New Asset	This option allows you to create the an asset master record at the time of Post-Capitalization. Choose New Asset after entering the document date, posting date, and original value date.
Amount Posted	The amount to be posted to the asset
Quantity	Leave blank
Document Date	The document date is the date on which the original document was issued. (It can be different from the posting date.)
Posting Date	The effective transaction date. (The date which the General Ledger is updated.)
Original Value Date	The value date for asset accounting. (This can be different from the document date and the posting date.) For a Post-Capitalization Transaction it should be in the fiscal year the asset was actually acquired.
Text	In this field you can store an explanatory text line for the transaction.

After entering the Amount posted, document date, posting date and the original value date, check the new asset box. The following fields will now be able to enter the data about the new asset shell to be created for post-capitalization on the screen.

Transaction Edit Goto Extras Environment System Help

SAP

Enter Asset Transaction: Post-Capitalization

Line items Change company code Multiple assets

Company Code MWR NS GREAT LAKES

☒ Existing asset ☐ New asset

Asset ID: 7100026 Asset Class: 0 Description: 1994 15 PASSENGER VAN

Description
Asset class
Cost center

Transaction data Additional details Note

Amount posted
Quantity
Document date
Posting date 02/03/2003
Orig. val. dat ☒
Text

USD



Field	Description/Usage
Initial screen for asset master creation	
Description-1	Descriptive information about the asset.
Asset Class	<p>Each asset is assigned to a single asset class. The asset class dictates a number of key control functions which include:</p> <ul style="list-style-type: none"> the G/L accounts to be updated by acquisition and depreciation postings the field status or screen layout the valid number range for assets in the asset class default contents of asset master data fields (if any) how depreciation is managed for assets within the asset class
Cost Center	<p>The SAP system uses the cost center assignment in the asset master record to determine the cost center affected when the following types of asset posting are made:</p> <ul style="list-style-type: none"> Fixed asset depreciation Gain/loss from asset sales

The screenshot displays the SAP 'Enter Asset Transaction: Post-Capitalization' interface. At the top, the menu bar includes Transaction, Edit, Goto, Extras, Environment, System, and Help. Below the menu, there are icons for various functions. The main area is titled 'Enter Asset Transaction: Post-Capitalization' and contains several tabs: Line items, Change company code, Multiple assets, and MasterData. The 'MasterData' tab is currently selected. Under this tab, there are two radio buttons: 'Existing asset' and 'New asset', with 'New asset' being selected. Below these are input fields for 'Description', 'Asset class', and 'Cost center'. The 'Transaction data' tab is also visible, showing fields for 'Amount posted' (5000), 'Quantity', 'Document date', 'Posting date' (02/03/2003), 'Orig. val. dat' (02/01/2003), and 'Text'. The 'Company Code' is set to 'MWR NS GREAT LAKES'.

Now click the Master Data tab to continue creating the new asset for post capitalization and the following screen will appear.

Now you must enter a site into the asset master record and click on **Additional Data** pushbutton to access the asset master record shell. This will take you into the asset master record in order to enter all other details (such as serial number, useful life, manufacturer, etc.) about the asset.

- The capitalization date must be changed on the General Data Tab. The capitalization date for an asset for post-capitalization must be in a prior fiscal year.
- **Note: Be sure to click on the Location Data Tab and enter the Responsible Cost Center.**

For details on what information to enter into the asset master record see the section “How to Create an Asset Master Record” in this manual. Once all available information has been entered green arrow back  to the original Create Asset Screen and then click the green check mark  to return to the original transaction.

Now click on the Additional Details Tab to continue entering information for the Post-Capitalization transaction.

Field	Description/Usage
Additional Details Tab	
Period	Leave blank. SAP will default in the correct period automatically
Document Type	Leave blank. SAP will default in the correct document type AA (asset posting) automatically
Offsetting Account	<p>The offsetting account is the account that will be debited by SAP once the Post-Capitalization transaction is posted. Use one of the following accounts:</p> <ul style="list-style-type: none"> 814000 – Prior Year Income Adjustment - for an asset retired after a physical inventory and then later found 914000 – Prior Year Expense Adjustment - for an asset expensed by mistake in a different fiscal year
Transaction Type	Leave blank. SAP will default in the correct transaction type automatically.
Reference	The reference document field can be used for information about the transaction
Assignment	This is an additional information field in the line item.

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Post-Capitalization

Line items Change company code Multiple assets

Company Code MWR NS GREAT LAKES

Existing asset
☒ New asset


INTERN-00001 0
Description TRACTOR
Asset class 171000
Cost center 3833

Transaction data Additional details Note

Special spec. for document
Period
Document type
Offsetting acct

Special spec. for transaction
Trans. type

Additional info on document
Reference
Assignment

Once all of the correct information is filled out on the Additional details screen, click the Simulate icon  to view the FI-GL posting that will occur when this transaction is posted.

Transaction Edit Goto Settings System Help

Enter Asset Transaction: Post-Capitalization

Document date 02/21/2003 Document type AA Company Code 1139
 Posting date 02/21/2003 Period 05 Fiscal year 2003

Positions created in Company code currency

Item	PK	BA	G/L acct	Short text	Amount	Curr.
1	70		171000	INTERN-00001 0000	5,000.00	USD
2	75		181000	INTERN-00001 0000	584.00-	USD
3	50		913000	LOSS ON DISP OF FA	4,416.00-	USD
*					0.00	USD

Totals informatn

Deb. total	5,000.00
Cred. total	5,000.00-

Once you have reviewed the screen, then post/save the document in order to post the transaction.

Note, you may post more than one Post-Capitalization transaction at a time, if the posting dates, document dates, and original value dates are all the same. The assets must be created prior to this transaction in order to use the Multiple Asset feature. (Be sure to choose the post capitalization check box on the asset master record if the asset(s) are created prior to this transaction. Then click on the Multiple Asset button in the initial screen.

Post-Capitalization of an Asset with zero Value

If an asset is discovered that has no history and it is determined that the fair market value of the asset is zero, then an asset master record will need to be created with a capitalization date in a prior fiscal year.

Menu path: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > ASSET

Transaction code: **AS01**

Field	Description/Usage
Initial screen for asset master creation	
Asset Class	Each asset is assigned to a single asset class. The asset class dictates a number of key control functions which include: <ul style="list-style-type: none"> the G/L accounts to be updated by acquisition and depreciation postings the field status or screen layout the valid number range for assets in the asset class default contents of asset master data fields (if any) how depreciation is managed for assets within the asset class
Company Code	Enter the appropriate company code.
Number of similar assets	Defaults to 1. This field indicates the number of asset master records that will be created. If more than one, then each asset master record created may need to be modified to input unique characteristics of that asset (like serial number, inventory number, quantity, useful life). If creating 20 similar rooms, you may want to use this field to create 20 Main Asset Master Records.
Post Capitalization	Select this box, it forces an asset capitalization date to be entered. This date must be from the <u>prior fiscal year</u> . This field is used if an asset is found during a physical inventory or if a mistake is discovered where an asset was never booked.

Create Asset: Initial screen

Master data | Depreciation areas

Asset class: []

Company code: []

Number of similar assets: 1

Reference

Asset: []

Sub-number: []

Company code: []

☒ Post-capitalization

Enter the asset master record information including the capitalization date. **Note:** **Capitalization date must be in a prior fiscal year!** See the chapter on “How to Create an Asset Master Record for more details.

The screenshot shows the SAP Asset Management interface for creating a new asset master record. The title bar indicates the window is titled "Create Asset: Post-capitalization Master data". The main form is divided into several sections:

- Asset Data:** Asset ID is "INTERN-00001", Class is "171000", and Company code is "1015". The asset class is labeled "VEHICLES".
- General Data:** This section contains fields for Description, Model no / Main bt, Acct determination (set to "171000" and "VEHICLES"), Serial number, Inventory number, and Quantity (set to "EA"). There is a checkbox for "Manage historically" which is checked.
- Posting information:** This section contains a checkbox for "Capitalized on" which is checked, and a field for "Deactivation on".

The interface includes a menu bar at the top with options like Asset, Edit, Goto, Extras, Environment, Settings, System, and Help. A toolbar with various icons is located below the menu bar.

Once all information has been entered, then post/save the asset master record and Note the asset number assigned by the system.



Clearing of the “Asset Clearing” Account

The “Proceeds on Sale” account (179500) is open item managed and needs to be cleared manually when payment is received. At the end of the day, the balance in this account should be zeroed and all items cleared.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT > CLEAR**

Transaction code: **F-03**

When a check or cash is received for the sale of assets, a voucher will be produced outside of SAP quoting the Proceeds on Sale account. The net result will be a journal entry that will credit the Proceeds on Sale Account.

The debit and credit line items will appear as open items. By selecting both entries, the amounts will be moved to cleared status which will make reconciliation of the balance easier.

Key in the account 179500 and click on "Process open items". Select the debit amount and credit amount and then save the document.

Note: The assignment field has been configured to be populated with the asset master record number to assist the user with the matching process.

For more detailed information on clearing accounts, refer to the General Ledger Manual section on Clearing Accounts.



Reverse an Asset Transaction

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > REVERSE DOCUMENT > OTHER ASSET DOCUMENT**

Transaction code: **AB08**

- ◇ Asset transactions have to be reversed in the application in which the original transaction was posted.
- ◇ When you call up the reversal transaction, the system displays all existing transactions for the asset to select from.

Postings that cannot be reversed in FI-AA:

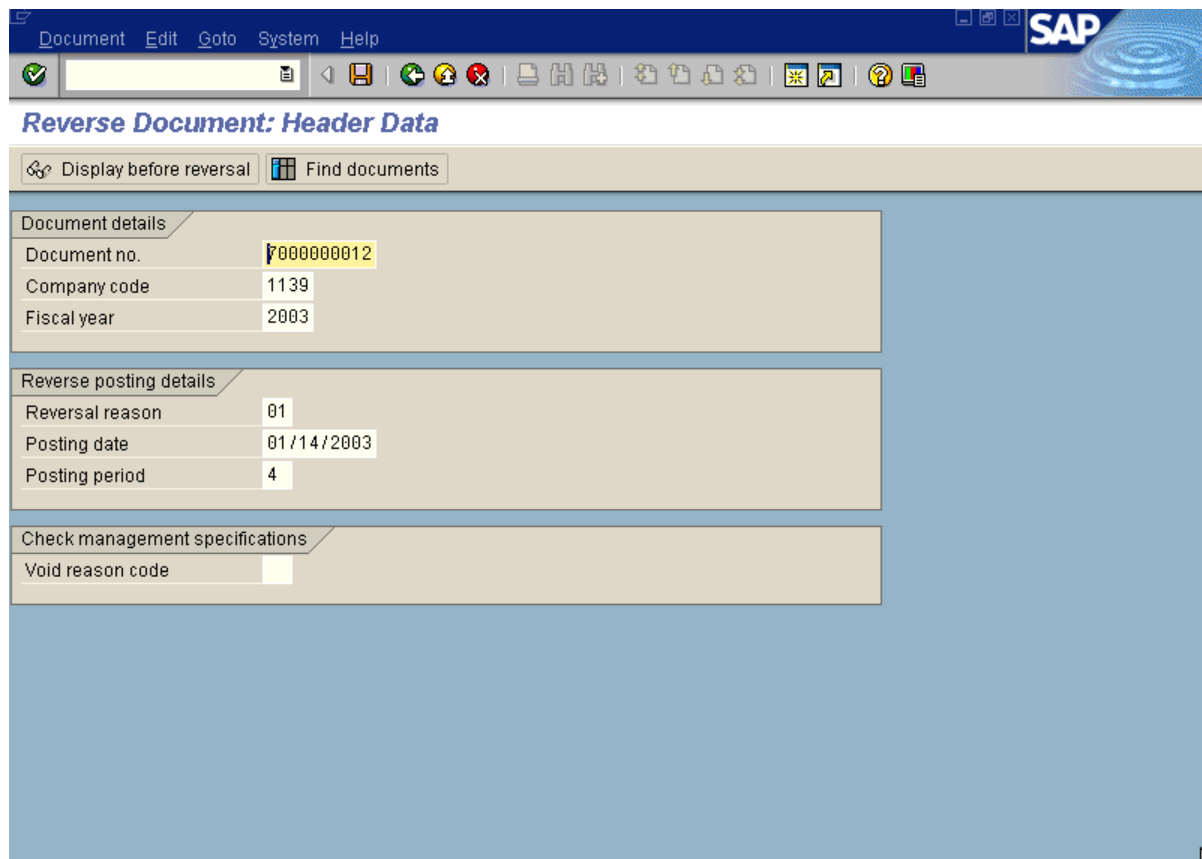
Note: The *'Retirement with Customer'* cannot be reversed in Asset Accounting. Instead they have to be reversed in Accounts Receivable, the respective integrated application.

Initial Screen	
Company Code	Enter the company code.
Asset	Enter the asset number of the asset with the transaction that is to be reversed.
Sub-Number	Enter the asset sub number (if applicable).
Fiscal Year	Enter the current fiscal year.

Press enter or the green check mark.

Highlight the line of the transaction to be reversed by clicking on the small square to the left of the transaction line item.

Asset Management



The screenshot shows the SAP 'Reverse Document: Header Data' screen. At the top is a menu bar with 'Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Reverse Document: Header Data' and contains three sections: 'Document details', 'Reverse posting details', and 'Check management specifications'. The 'Document details' section has fields for 'Document no.' (7000000012), 'Company code' (1139), and 'Fiscal year' (2003). The 'Reverse posting details' section has fields for 'Reversal reason' (01), 'Posting date' (01/14/2003), and 'Posting period' (4). The 'Check management specifications' section has a field for 'Void reason code'.

Document details	
Document no.	7000000012
Company code	1139
Fiscal year	2003

Reverse posting details	
Reversal reason	01
Posting date	01/14/2003
Posting period	4

Check management specifications	
Void reason code	

Enter the correct posting date, period and Reversal Reason. The reversal reason will be 01 to reverse in the current period and 02 to reverse in a different period.

Then press the 'Display before Reversal' button and the FI document that will be posted to reverse the transaction will appear.

Document Overview

Doc.type : AA (Asset posting) Normal document

Doc. number 7000000012 Company code 1139 Fiscal year 2003

Doc. date 01/14/2003 Posting date 01/14/2003 Period 04

Doc. currency USD

Itm	PK	S	Account	Account short text	Cost ctr	Order	Assignment	Amount	Text
1	70		171000	000017100009 0000				3,000.00	
2	50		913000	LOSS ON DISP OF FA	4542			3,000.00-	

Now press the post/save icon at the top of the screen in order to post the document. Note the document number of the transaction.

Display/Change:

You can display/change all the FI-AA documents for an asset via the menu option:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > EDIT DOCUMENTS > CHANGE or DISPLAY**

Transaction code: **AB02 or AB03**

Initial Screen	
Company Code	Enter the company code.
Asset	Enter the asset number of the asset with the transaction that is to be reversed.
Sub-Number	Enter the asset sub number (if applicable).
Fiscal Year	Enter the current fiscal year.

Transaction Edit Goto Environment System Help

Documents for Asset

Dynamic selections

Company code	1139
Asset	7100009
Sub-number	0
Fiscal year	2003

Press the enter key or click the green checkmark.

[illegible]

This screen allows you to see the transactions that have been posted to the asset. You can also view transactions and asset values by going to the Asset Value Display Screen Transaction Code AW01. See the section on Asset Value Display for more detailed instructions.

**Confirm all transactions posted for the month**

Depreciation will be run once a month. Depreciation is run for all asset classes once it has been confirmed that all postings for acquisitions, retirements and any master data changes have been performed.



NOTE: All postings must be completed before depreciation is run for the month. In the event that asset data changes were missed or incorrect, a Repeat Run or Unplanned Depreciation Run is required.

If you have any questions concerning depreciation, please contact the User Services section of the Computer Services Branch.

Asset Verification

Assets must be verified to ensure correct asset information on the system and for inventory control.

You can verify assets by printing reports and matching them against physical inventory or other master record information.

It may be necessary to correct asset master data if errors are found. Corrections can entail:

- ◆ Creating a new asset master record and post-capitalizing it
- ◆ Retiring an asset
- ◆ Transferring an asset
- ◆ Changing asset information e.g., inventory number, description, etc.

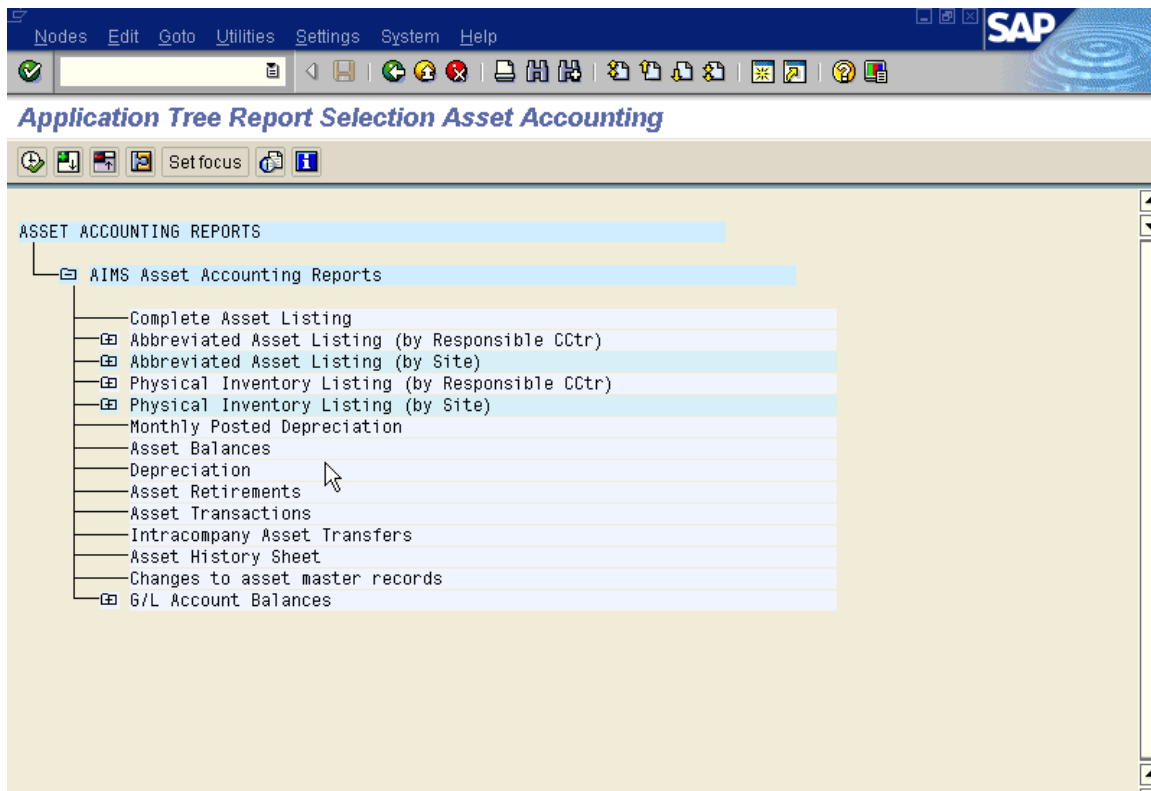


Asset History Sheet

To confirm that the Asset Accounting sub-ledger aligns with the General Ledger it is necessary to run an Asset History Sheet. This gives values by Asset Class, which can be checked with the general ledger accounts.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > INFORMATION SYSTEM > REPORT SELECTION**

Transaction code: **ART0**



Now double click on the asset history sheet report and enter only the following information. (All other fields may be left blank.

Field	Description
Company Code	Enter company code.
Asset Class	Leave blank to choose all asset classes.
Report Date	Period and date you wish to reconcile.
Depreciation Area	Area 01 is used to hold BOOK figures.
Sort Version	' 0007 ' allows sorting by Co. Code/Asset Class
History Sheet Version	Use ' 0001 '.
Depreciation posted	Turn this checkbox " ON " to see actual depreciation postings. If this flag is "off", then annual planned depreciation will be reflected on the report.

Click the Execute Icon  to run the program.




Asset Inventory Listing

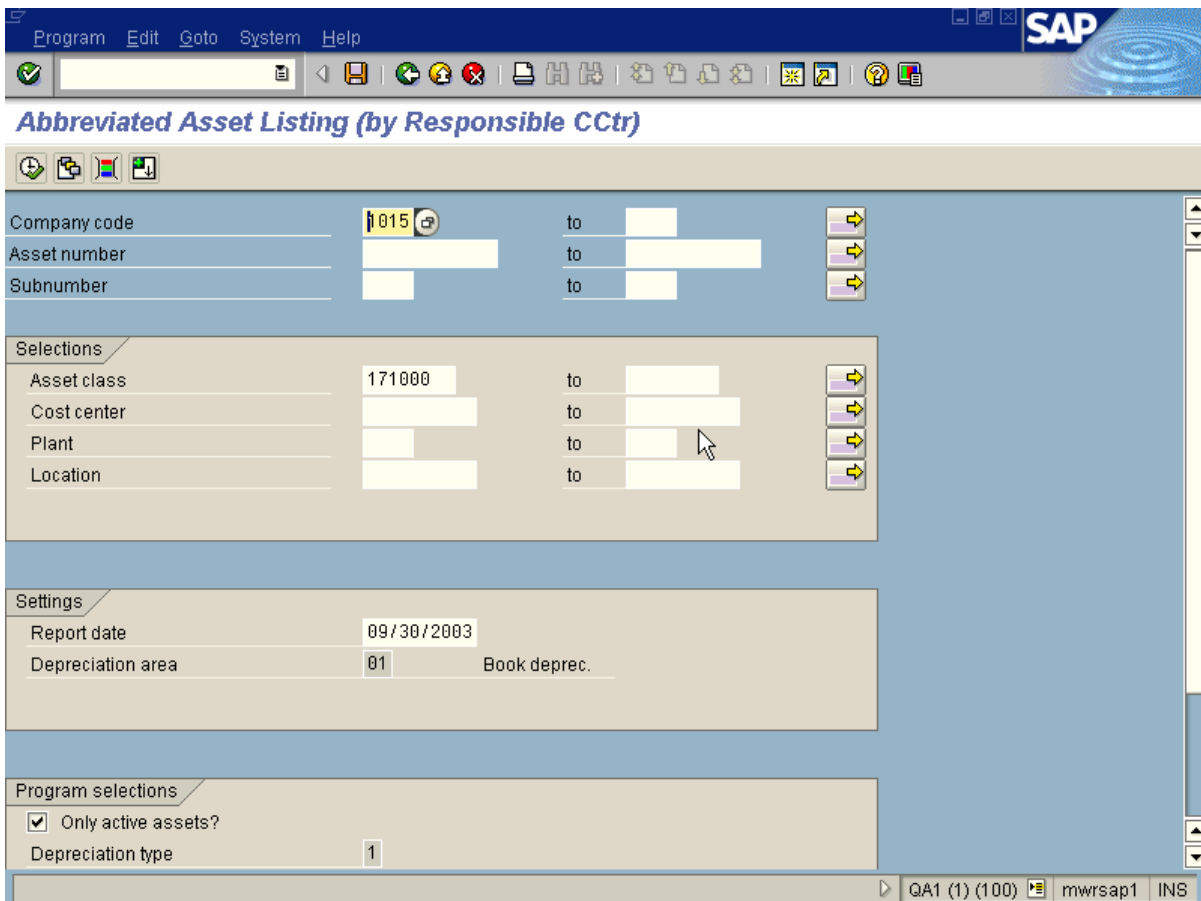
Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > INFORMATION SYSTEM > REPORT SELECTION**

Transaction code: **ART0**

Now double click on the Abbreviated Asset Listing Report and enter the following information. (Other fields may be left blank.)

Field	Description
Company Code	Enter company code.
Cost Center	Enter cost center or leave blank for all cost centers
Asset Class	Enter asset class or leave blank for all asset classes
Site	Enter site or leave blank for all sites.
End date current fiscal year	Leave default.

Execute the report.  This report should be compared to the general ledger account balance.



Abbreviated Asset Listing (by Responsible CCtr)

Company code: 015 to []

Asset number: [] to []

Subnumber: [] to []

Selections

Asset class: 171000 to []

Cost center: [] to []

Plant: [] to []

Location: [] to []

Settings

Report date: 09/30/2003

Depreciation area: 01 Book deprec.

Program selections

☒ Only active assets?

Depreciation type: 1


QA1 (1) (100) mwr sap1 INS



Balance Sheet for Comparison to Asset Reports

Menu path: ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER
> PERIODIC PROCESSING > INFORMATION SYSTEM > REPORT
SELECTION > GENERAL LEDGER REPORTS > SUMMARY REPORTS >
BALANCE SHEET/P & L

Field	Description
Company Code	Enter company code.
Financial Statement Version	Enter "2000" for MWR Financial Statement Version
Language	Enter "EN" for English
Report Year	Enter current fiscal year.
Comparison Year	Enter previous fiscal year.
Reporting periods	Enter beginning and ending period (both will be the same for current period)

Execute  this balance sheet report to compare it with the Asset reports.



Fiscal Year Process

Fiscal Year Change / Year End Closing

The fiscal year change program opens new annual value fields for each asset.

The earliest you can start this program is in the last posting period of the old year.

The fiscal year change program must be run for the entire company code.

SAP provides a check report for year-end closing. It checks:

- ◆ Whether the fiscal year change was completed for all assets
- ◆ Whether depreciation was fully posted
- ◆ Whether errors exist for any assets

Year End Closing

After the depreciation lists and asset history sheet have been checked, depreciation is posted. Once depreciation has been posted, a balance sheet and profit & loss statement can be created in FI.

If the final result is not satisfactory, you can carry out depreciation simulation or (bulk) changes, or make adjustment postings. If any depreciation values are changed, depreciation posting must be run again.

The logical year-end closing is completed with the final balance sheet. The year-end closing program then makes all necessary system checks. If no errors are found, the program blocks posting in Assets Accounting for the closed fiscal year.

If a closed fiscal year is subsequently released for posting, it can only be blocked again once the year-end closing program has been re-run.

Example of Fiscal Year Change:

Asset values

	<u>at fiscal year start</u>	<u>Year 1</u>
Transaction	0	\$10,000
Depreciation	<u>0</u>	<u>1,250</u>
Net book value	0	\$8,750

Periodic Processing takes place and Fiscal Year Change

Asset values

	<u>at start of next year</u>	<u>Year 2</u>
Transaction	\$10,000	\$0
Depreciation	<u>1,250</u>	<u>2,500</u>
Net book value	\$8,750	\$6,250

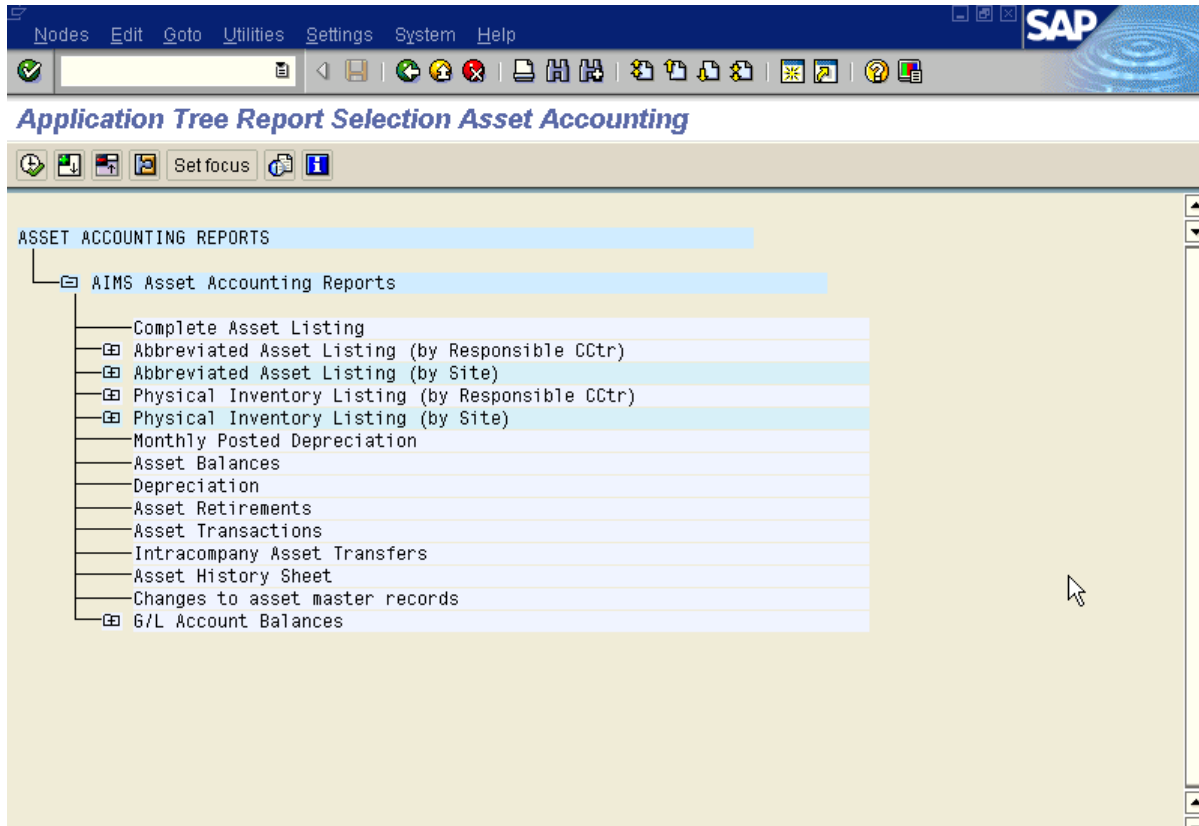
Periodic Processing takes place and Fiscal Year Change

Asset values

	<u>at start of next year</u>	<u>Year 3</u>
Transaction	\$10,000	0
Depreciation	<u>3,750</u>	<u>2,500</u>
Net book value	\$6,250	\$3,750

Asset Reports

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > Information System > Report Selection > AIMS Asset Accounting Reports**



Asset Accounting Report Listing

There are several types of asset reports that can be run. The following is a list of reports found in the Asset Accounting module.

Complete Asset Listing

Displays asset master record information

Abbreviated Asset Listing

Lists all assets, acquisition value and accumulated depreciation

Physical Inventory Listing

Same as abbreviated asset listing with space for entering inventory counts

Monthly posted depreciation

Displays depreciation for a particular depreciation area

Asset Balance

Displays acquisition value, accumulated depreciation and book value

Depreciation

Total depreciation per asset, with beginning and ending book values

Asset retirement

Displays asset retirement values

Asset Transactions

Displays transfer values

Intracompany Asset Transfers

Displays transfer values

Asset History Sheet

Displays asset history by selected criteria. Detailed report.

Changes to Asset Master Records

Displays changes to asset records by selected criteria

G/L Account Balances

Displays general ledger data by selected criteria



Asset Inventory Barcode Program

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > INFORMATION SYSTEM > REPORT SELECTION**

Transaction code: **ART0**

Click on AIMS Asset Accounting Reports. Then click on Asset Inventory Barcode Label Printing. There are three types of Barcode Labels available. The various labels are named AIMS Asset Barcode Label 1 through 3. Label type 1 will display the asset number. Label type 2 will display the asset number, description, and location. Label type 3 will display the asset number and description. Select the desired type of label from the list by double clicking on the line item. Enter the following information (other fields may be left blank).

The screenshot displays the SAP 'Bar codes' selection screen. The top menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The SAP logo is visible in the top right corner. The main area is titled 'Bar codes' and contains several input sections:

- Company code:** 1353
- Asset number:** (empty field)
- Subnumber:** (empty field)
- Selections:**
 - Asset class:** 173000
 - Cost center:** (empty field)
 - Plant:** (empty field)
 - Location:** (empty field)
- Settings:**
 - Sort version:** ZBC1
 - Barcode label 1 (asset no. only):** (empty field)
- Further selections:**
 - Date created:** (empty field)
 - Date of initial acquisition:** (empty field)
- Form name for printing barcode:** Z_AM_BC_LBL_5160


The bottom status bar shows 'QA1 (1) (100)' and 'mwr sap1 INS'.

Field	Description
Company Code	Enter company code.
Asset Number	Enter asset number or enter a range of asset numbers or leave blank for all assets.
Asset Class	Enter asset class or enter a range of asset class numbers or leave blank for all asset classes.
Cost Center	Enter cost center or enter a range of cost centers or leave blank for all cost centers.
Plant/Site	Enter site or enter a range of site numbers or leave blank for all sites.
Sort Version	Leave default. The appropriate sort version type will default into the field depending on the type of label selected.
Date Created	Enter the date created or enter a range of dates or leave blank.

In the previous screen shot, the type of label selected is type 1 depicted by the Sort Version of ZBC1, the company code is 1353, and the Asset class is 173000.

Asset number, asset class, cost center, or site can be used to sort the Asset Barcode Label printing report. In addition, there is an option to select the desired assets via a range of the numbers for the asset number, asset class, cost center, or site. For example, if a user wanted to select the desired assets via the asset class, the option of selecting either the asset class of 173000 or picking a range of asset classes is possible. Also, a user can enter a date or range of dates into the date created field.

The Sort Version field will automatically default in depending on the type of barcode label selected on the previous page. Label type 3 probably provides the optimal information as it displays both the asset number and description of the asset. If numerous asset bar code labels are being printed, the addition of the description on the actual label will be helpful in identifying the particular asset to which that the bar code label corresponds. For example, an asset bar code label type 3 will display the asset number and show the description “computer monitor”.

Execute the report using the  icon.

Bar codes

Print barcodes

Report date: 12/31/2001 Bar codes Creation date: 09/11/2003 1

CompanyCode 1353 Site 1000 Costcenter 1841

Main number	SNo.	Date opened	Created by	Name
17300260	0	09/28/2001	HQ_P657E7	CARPET
17300283	0	09/28/2001	HQ_P657E7	MODULAR ROOM DIVIDERS
Costcenter		1841		DN ITT 6A *
Site		1000		DAM NECK ITT/LEISURE TRAVEL **

Report date: 12/31/2001 Bar codes Creation date: 09/11/2003 2

CompanyCode 1353 Site 1002 Costcenter 1779

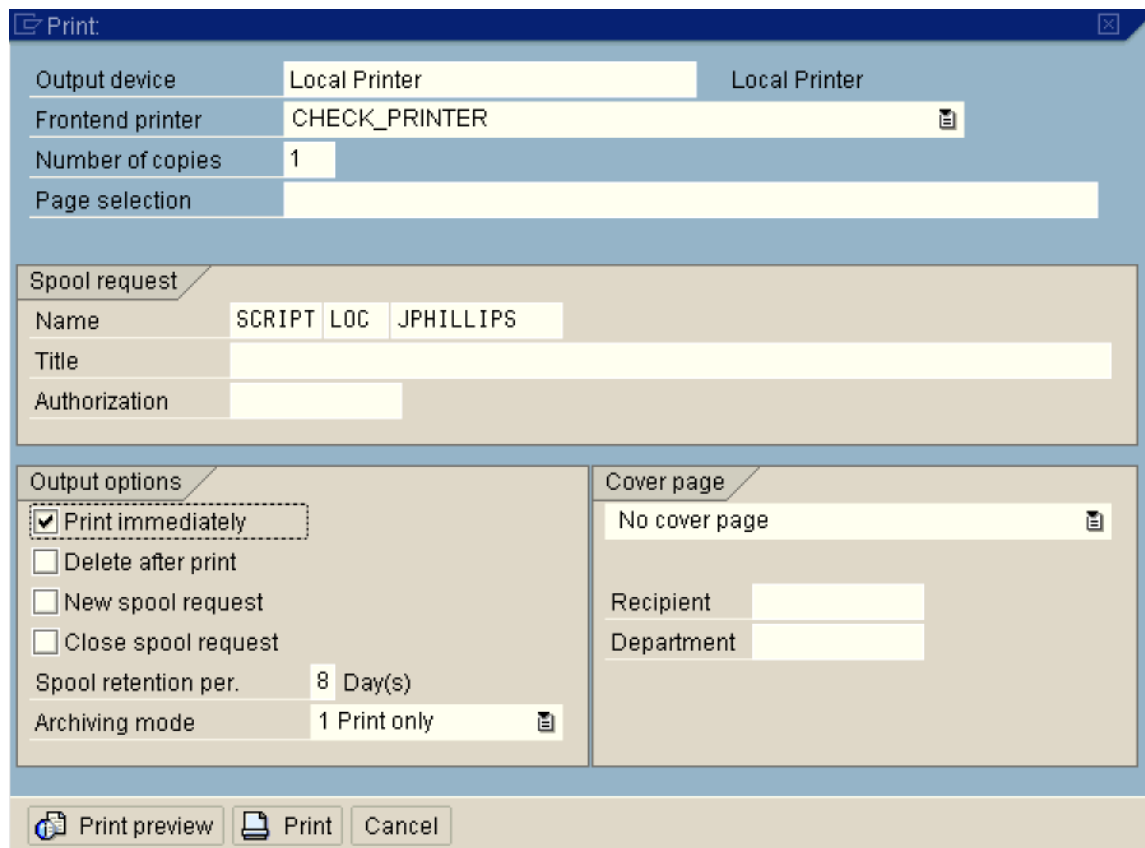
Main number	SNo.	Date opened	Created by	Name
17300281	0	09/28/2001	HQ_P657E7	COMPUTER SYSTEM
17300300	0	09/28/2001	HQ_P657E7	OFFICE FURNITURE FOR OAC
17300301	0	09/28/2001	HQ_P657E7	OFFICE FURNITURE
17300313	0	09/28/2001	HQ_P657E7	SAC PROGRAM STORAGE SHED
17300314	0	09/28/2001	HQ_P657E7	18 CAPACITY CANOE & KAYAK TRAILERS
17300336	0	09/28/2001	HQ_P657E7	STEEL CONTAINER 20' X 8' YELLOW
17300337	0	09/28/2001	HQ_P657E7	FREEZER WHITE
17300385	0	09/28/2001	HQ_P657E7	COPIER
17300389	0	09/28/2001	HQ_P657E7	CANOE W/ SKID PLATES
Costcenter		1779		DN OD ADVENT CTR 6A *
Site		1002		REGIONAL OUTDOOR ADVENTURE CEN **

QA1 (1) (100) mwrsap1 INS

The screen shot shown above displays a listing of the assets in asset class 173000. The assets are sorted by cost centers and sites. Click on the Print barcodes push button.

The next screen that will appear will be the Print parameters screen shown below. It is important to select the Print immediately option shown under the Output Options box. The barcode labels **MUST BE PRINTED TO LOCAL PRINTER**, not to any SAP-defined printer unless it is cleared named in SAP as a barcode capable printer.

Now click on the Print button at the bottom of the screen. The asset barcode labels will begin printing.



The image shows a screenshot of the SAP 'Print' dialog box. It is divided into several sections. The top section contains fields for 'Output device' (set to 'Local Printer'), 'Frontend printer' (set to 'CHECK_PRINTER'), 'Number of copies' (set to '1'), and 'Page selection'. Below this is the 'Spool request' section with fields for 'Name' (containing 'SCRIPT LOC JPHILLIPS'), 'Title', and 'Authorization'. The 'Output options' section on the left includes checkboxes for 'Print immediately' (checked), 'Delete after print', 'New spool request', and 'Close spool request', along with 'Spool retention per.' (set to '8 Day(s)') and 'Archiving mode' (set to '1 Print only'). The 'Cover page' section on the right has a dropdown for 'No cover page' and fields for 'Recipient' and 'Department'. At the bottom are buttons for 'Print preview', 'Print', and 'Cancel'.

Output device	Local Printer	Local Printer
Frontend printer	CHECK_PRINTER	
Number of copies	1	
Page selection		

Spool request		
Name	SCRIPT	LOC JPHILLIPS
Title		
Authorization		

Output options	Cover page
<input checked="" type="checkbox"/> Print immediately	No cover page
<input type="checkbox"/> Delete after print	
<input type="checkbox"/> New spool request	Recipient
<input type="checkbox"/> Close spool request	Department
Spool retention per. 8 Day(s)	
Archiving mode 1 Print only	

Print preview Print Cancel

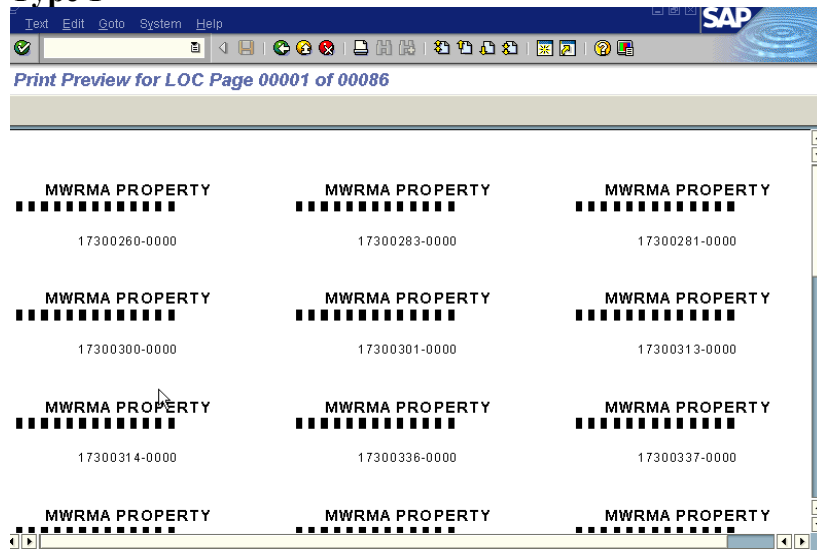
The asset barcode labels require a specific form of label called the Avery 5160. Only Avery style number 5160 will permit the asset barcode labels to be printed accurately.

In addition, in order to print out asset barcode labels, some specific software must be installed on their PCs in order for the barcodes to print out correctly. The field can contact the SAP Helpdesk at (901) 874-6500 or DSN 882-6500 to request a copy of the barcode software. In the future, this software will be distributed with the SAPGUI installation CD.

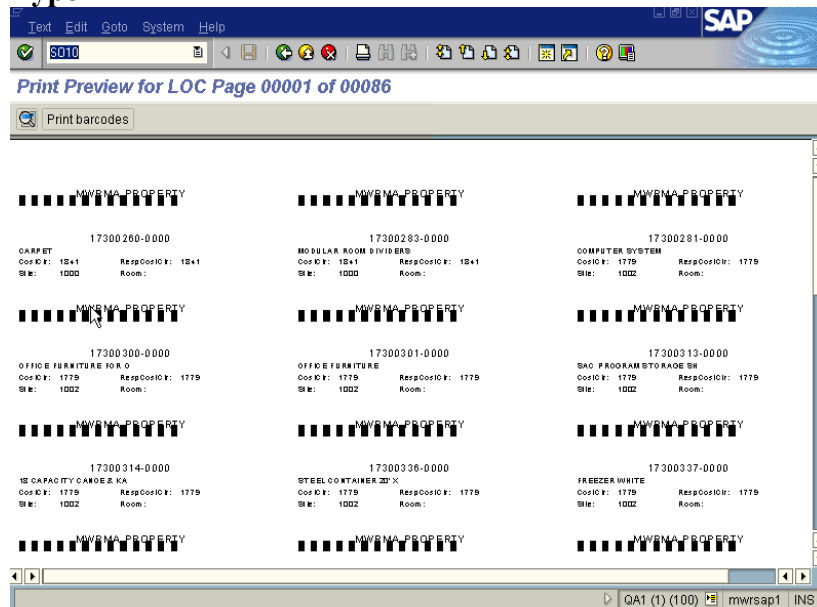
The screen shots below show some examples of a print out of asset barcode labels. The title “MWRMA PROPERTY” (for use by company code 1353, by example) is displayed at the top of each asset barcode label. This title is configurable by company code. If you would like the title to be changed, please contact the SAP Helpdesk at (901) 874-6500 or DSN 882-6500 to request the change.

The first screen shot displays an example of a type 1 asset barcode label. The type 1 label displays the asset number only along with the barcode. The second screen shot displays an example of a type 2 asset barcode label. The type 2 asset barcode label displays the asset number, description, and location. The final screen shot displays an example of a type 3 asset barcode label. The type 3 asset barcode label displays the asset number and description.

Type 1



Type 2



Type 3

Text Edit Goto System Help

SAP

Print Preview for LOC Page 00001 of 00086

<p>MWRMA PROPERTY</p> <p>17300260-0000</p> <p>CARPET</p>	<p>MWRMA PROPERTY</p> <p>17300283-0000</p> <p>MODULAR ROOM DIVISOR</p>	<p>MWRMA PROPERTY</p> <p>17300281-0000</p> <p>COMPUTER SYSTEM</p>
<p>MWRMA PROPERTY</p> <p>17300300-0000</p> <p>OFFICE FURNITURE FOR O</p>	<p>MWRMA PROPERTY</p> <p>17300301-0000</p> <p>OFFICE FURNITURE</p>	<p>MWRMA PROPERTY</p> <p>17300313-0000</p> <p>SAC PROGRAM STORAGE SH</p>
<p>MWRMA PROPERTY</p> <p>17300314-0000</p> <p>15 CAPACITY CAROEE KA</p>	<p>MWRMA PROPERTY</p> <p>17300336-0000</p> <p>STEEL CONTAINER 20' X</p>	<p>MWRMA PROPERTY</p> <p>17300337-0000</p> <p>FREEZER WHITE</p>
<p>MWRMA PROPERTY</p>	<p>MWRMA PROPERTY</p>	<p>MWRMA PROPERTY</p>

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